

## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers

October 11 - 12, 2015

### Show Organizer Information and Forms 3

Rules and Regulations 4

Booth Personnel Sign Up 7

### GES Information and Order Forms 8

#### General Information 9

G-1: Show Information 9

G-1a: Important Freight Information 10

G-11: General Information 11

G-10: Trade Show Tips 12

G-5: Stop. Think. Safety. 13

G-6: Show Site Work Rules 14

G-7: GES Terms & Conditions of Contract 15

G-8: Fire Regulation Information 16

G-9: Operation of All Mechanical Lifts 17

G-4: Petroleum Surcharge Information 18

L-3: Notice of Intent to Use EAC and Policies and Procedures 19

L-4: Agreement and Rules and Regulations between GES and EAC 20

SAMPLE COPY: Certificate of Liability Insurance 22

#### Material Handling 23

R-1: Material Handling Information 23

R-2: Material Handling Order Form 24

Special Handling Brochure 25

R-5: Advance Shipping Labels 26

R-3: Pre-Printed Bill of Lading (BOL) and Outbound Labels Request 27

R-7: Freight Service Questionnaire 28

R-8: GES Logistics - Domestic Shipping Quote Form 29

R-20: GES Logistics - International Shipping Quote Form 30

#### Decorating Services 31

Carpet Brochure 31

C-1: Carpet Order Form 32

C-2: Carpet Package Order Form 33

Standard Furniture Brochure 34

A-1: Furniture & Accessories Order Form 36

A-2: Furniture Package Order Form 37

Specialty Furniture Brochure 38

B-1: Specialty Furniture Order Form 47

B-2: Specialty Furniture Order Form 48

P-1: Convenience Package Order Form 49

Standard Exhibit Systems Brochure 50

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Sheraton Chicago Hotel and Towers

October 11 - 12, 2015

D-1: Standard Exhibit Systems Order Form	57
I-2: Digital File Preparation	58
I-1: Graphics & Signage Order Form	60
Standard Graphics Brochure	61
<b>Labor Services</b>	<b>62</b>
L-1: Installation & Dismantling Order Form	62
L-2: Key Information\Supervised Labor Checklist	63
J-1: Cleaning Order Form	64
<b>Utility Services</b>	<b>65</b>
E-1: Electrical Rental Information	65
E-2: Electrical Rental and Labor Order Form	66
E-3: Electrical Layout Form	67
<b>Required Forms</b>	<b>68</b>
G-2: Payment & Credit Card Charge Authorization	68
G-3: 3rd Party Billing Request	69
G-3b: International 3rd Party Billing Request	70
H-3: Booth Layout Form	71
<b>Additional Service Order Forms</b>	<b>72</b>
Plumbing	73
Telecommunications	74
Audio Visual	75
Plant and Floral	79
<b>Index</b>	<b>80</b>

# Show Organizer Information and Forms



## EXHIBITOR MARKETPLACE - RULES AND REGULATIONS

### 1. RULES AND REGULATIONS

The expression "Marketplace" wherever mentioned herein shall mean "the 2015 ACLI Exhibitor Marketplace." The expression "the Organizer" wherever mentioned herein shall mean "the American Council of Life Insurers." The expression "Exhibitor" wherever mentioned herein shall mean any company, firm or person who has applied for or been allocated any space at the Marketplace. The expression "Rules and Regulations" shall mean and include these Marketplace Rules and Regulations.

### 2. ALLOCATION OF SPACE

If the Organizer approves the Exhibitor's application for space, whether on the form attached hereto or otherwise, the Organizer will mail written acceptance to the Exhibitor, at which time these Rules and Regulations will be in force between the Organizer and the Exhibitor. The Organizer may assign to the Exhibitor, the space applied for, or such other space as may appear advisable at the Organizer's sole discretion. In the event of an Exhibitor, at any time prior to the Marketplace, giving written notice of intent not to take possession of the space allocated, or in the event of failure by the Exhibitor to take possession of such space by the hour prior to the opening of the Marketplace, the Exhibitor shall be required to pay full charges for such space with no refunds or abatements for such vacancy, except as provided in section 5 below. The Organizer may possess such space in any manner thereafter at its sole discretion.

### 3. PAYMENT

Payment of \$1,995 per booth until April 15, (\$2,495 after April 15) must be received with the Exhibitor Application.

***No display will be considered firm or a ny Exhibitor permitted to set up their display unless payment has been made in full prior to the Marketplace.***

### 4. EXHIBITOR REGISTRATION

There is no charge for booth personnel. Those exhibitors wishing to register and attend the ACLI Annual Conference will be entitled to the early-bird member rate.

### 5. CANCELLATIONS/REFUNDS

All requests for refunds must be in writing. If your cancellation is received by **August 1**, ACLI will refund your Exhibitor fee less a \$300 administrative charge. If an Exhibitor's application is denied due to over subscription of the Marketplace, or if ACLI deems the services or products offered not relevant to the member company's activities, the exhibitor fee will be refunded in full. **There will be no refunds for cancellations received after August 1, 2015.**

### 6. UNDESIRABLE ACTIVITIES

If the Organizer decides, at its absolute discretion, that the Exhibitor is engaged in activities, or is displaying any items which are contrary to the best interests of the Marketplace, or which appear to be unethical, or to be in breach of any law, the Organizer may, at its absolute discretion, rearrange or remove any such articles or cancel entirely any allocation of space which may have been made to the Exhibitor, and may require the Exhibitor to vacate forthwith any such space, without liability to refund or abate the display space charge paid or due hereunder, and without liability for any other damages caused by such action.

### 7. RIGHT OF ENTRY AND INSPECTION

The Organizer, in its absolute discretion, shall have the absolute right at any time to enter the space occupied by the Exhibitor, or otherwise inspect the exhibitor's display.

### 8. LIMITATION

The Exhibitor agrees that the Organizer, its agents (including the Sheraton Hotel & Towers, and its employees) and employees, will not be responsible or liable for any claim by the Exhibitor for personal injury or business injury to the Exhibitor, its agents or employees, however caused and whether caused by the Organizer, its agents or employees, the proprietor of the Marketplace premises, or by any other person or entity. The Organizer shall not be responsible for damage to the Exhibitor's business or the Exhibitor's lost profits in the event of the Organizer being unable to provide display space or to hold the Marketplace as scheduled.

### 9. INDEMNITY

The Exhibitor shall indemnify and defend the Organizer from and against liability for injury to persons or property or otherwise arising from any cause whatsoever in connection with the participation in the Marketplace by the Exhibitor, its agents or employees. Exhibitors shall carry public liability insurance against personal injury, death and damage to or loss of property, by any cause whatsoever.

### 10. CHANGE OF VENUE AND CANCELLATION

The Organizer reserves the right, with no liability of the Organizer to the Exhibitor for refunds, additional expenses or otherwise, to change the place or date of the Exhibition upon two weeks notice to the Exhibitor, effective from the date of mailing of such notice. In the event that the premises where the Exhibition is to be held shall, in the sole determination of the Organizer, become unfit or unavailable for occupancy, or shall be

**Over »**

substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, fire, or state of emergency declared by any government agency or by reason of municipal, state or federal law, regulation or court or administrative decree or by reason of any other occurrence beyond the control of the Organizer, the Organizer may, without limitation on the right of the Organizer to change the venue of the Exhibition upon notice as described above, cancel or terminate the Exhibition. In the event of such termination or cancellation, the Exhibitor waives any and all claims it might have against the Organizer for damages or expenses and agrees to accept in complete settlement and discharge of all claims against the Organizer the Exhibitor's pro rata share of the total amount paid by all Exhibitors less all costs and expenses incurred by the Organizer in connection with the Exhibition including a reserve, established at the sole discretion of the Organizer, for future claims and expenses in connection herewith.

#### 11. EXHIBITOR REPRESENTATIVE

Each Exhibitor must indicate, in writing, one person to be the Exhibitor's representative in connection with the installation, operation and removal of the Exhibitor's display.

#### 12. SHOW HOURS

Hours of installation and dismantling of exhibit shall be those specified by the Organizer.

**Set-up:** Sunday, October 11 – 12:00 PM - 5:00 PM

**Show Hours:** Sunday, October 11 – 5:30 PM - 7:00 PM  
Monday, October 12 – 3:00 PM - 4:00 PM  
5:00 PM - 7:00 PM

**Tear-down:** Monday, October 12 – 7:00 PM - 9:00 PM

#### 13. EXHIBIT SPECIFICATIONS

**Displays** shall be arranged so as not to obstruct the general view of other displays or to obstruct aisles or access to other displays; **Displays** must fit within the 10'x10' space allocated, and may not exceed in any respect. Backdrops and banners are permitted but cannot extend beyond your booth area. NOTE: The Exhibitor will be responsible for assembly and tear down of all displays. **The Organizer** may, where it finds in its discretion that the Exhibitor's mechanical reproduction of sound is interfering with surrounding exhibits, require the Exhibitor to reduce the volume or discontinue its use; **Mechanical reproduction** of sound is allowed only if the volume does not interfere with surrounding exhibits; **The Organizer may**, in its discretion and prior to or during the Marketplace, at any time relocate a display in the best interest of the Marketplace, without any liability to refund or abate the display space charge paid or due hereunder; **No display** shall be packed, removed, or dismantled prior to the closing of the Marketplace.

#### 14. LABOR

All work involved in the erection, touch-up painting, dismantling, and repair of all exhibits may fall within the guidelines of union jurisdiction and require Union labor to perform such work. This work is to include any use of power or battery operated tools, hammers, ladders, or saws; wall coverings, floor coverings, pipe and drape, painting, hanging of signs and/or decorative materials from the ceiling, placement of all signs, and the erection of platforms used for exhibit purposes.

#### 15. FREIGHT HANDLING

All work involved in the loading and unloading of trucks, trailers and common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment, is under union jurisdiction. The union also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment, as well as the reverse process. Full-time employees of exhibiting companies may "hand carry" material provided they do not use material handling equipment. When exhibitors do choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas. Global Experience Specialists, Inc. will not be responsible for any material we do not handle. All exhibitors are expected to comply with any union requirements in effect and as outlined in the "SHOW SITE WORK RULES" section of the Exhibitor Kit.

#### 16. SHIPPING

**IMPORTANT NOTE REGARDING INBOUND AND OUTBOUND FREIGHT** - Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse. Be sure your carrier knows the exhibiting company name and booth number when making arrangements for shipping your exhibit at the close of the show.

#### **WAREHOUSE SHIPPING ADDRESS FOR ADVANCE**

**SHIPMENT: American Council of Life Insurers**

**Exhibiting Company Name - Booth#**

**4108 W. 52nd Place, Chicago, Illinois, 60632**

**P: 773-284-0028; Fax: 773-284-0061**

**SHIPMENTS SHOULD ARRIVE OR NOT BE BETWEEN:  
September 8 - October 7, 2015.**

**Warehouse receiving hours:**

**September 8 - October 7, 2015; 8:00 am to 2:30 pm  
Monday through Friday (closed for lunch from  
11:30 am-12:30 pm)**

GES will accept crated, boxed or skidded materials beginning **9/8/15**. To avoid additional "after deadline charges," **materials must arrive at the Advance Warehouse by 10/7/15.**

For **Outbound shipments**, carriers must pick up all shipments at the GES Advanced Receiving Warehouse at 4108 W. 52nd Place, Chicago, Illinois 60632 starting October 14, 2015 at 8:00 am.

**ALL SHIPMENTS MUST BE PICKED UP NO LATER THAN October 14, 2015 by 2:30 PM OR THEY WILL BE RE-ROUTED VIA GES LOGISTICS.**

**GES** will assist you with all your pre-show planning. Please be sure to place all of your orders for equipment and services prior to the discount deadlines published in the exhibitor service manual. **FOR ASSISTANCE, PLEASE CALL THE GES NATIONAL SERVICENTER AT (800) 475-2098.**

**17. EXHIBITOR ENDORSEMENT**

Selection as a Marketplace Exhibitor does not in any way represent an endorsement by the ACLI of the Exhibitor's products or services.

**18. COMPLIANCE**

Where required by law, by the Organizer, or by the owners and/or operators of the premises where the marketplace is held, the Exhibitor agrees: i) to comply with all tax, fire, safety, health or other legislation from any source relating to the Marketplace; ii) to file all necessary tax returns relating to sales tax or otherwise; iii) to supply the Organizer with all necessary information so that the Organizer may comply with its own obligation under all such legislation; iv) to pay to the Organizer such further sums as may be required by law or otherwise; v) and to indemnify and hold harmless the Organizer from any liability or damage arising from any of the foregoing.

**19. LIABILITY AND INSURANCE**

Exhibitor agrees to protect, save, and keep ACLI and the Sheraton Hotel & Towers forever harmless from any damage or charges imposed for violation of any law or ordinance, whether caused by the Exhibitor and its agents and employees or those holding under the Exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Sheraton Hotel & Towers and ACLI regarding the exhibition premises. And further, Exhibitor shall at all times protect, indemnify, save, and keep harmless ACLI and the Sheraton Hotel & Towers against and from any and all loss, cost, damage, liability, or expense arising from or out of, or by reason of, any accident or other occurrence to anyone or anything, including the Exhibitor, its agents, employees, and business entities, which arises from or out of, or by reason of, said Exhibitor's occupancy and use of the Exhibition premises or part thereof.

**20. RESERVED RIGHTS OF THE ORGANIZER**

Decisions or actions of the Organizer interpreting, amending, expanding or enforcing these Rules and Regulations, may occur from time to time in the Organizer's sole discretion and shall be final and binding upon the Exhibitor.

**21. GRATITUITIES**

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employees (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

**22. ALWAYS HONEST HOTLINE**

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

**23. AMERICANS WITH DISABILITIES ACT (ADA)**

Exhibitor agrees to comply with all applicable provisions of the ADA and shall indemnify ACLI, its officers, directors, members, and agents for Exhibitor's failure to comply with ADA provisions.

**24. ARBITRATION**

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction.

**ACCEPTED BY EXHIBITOR:**

**COMPANY** \_\_\_\_\_

**NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

As of 7/28/15





**Booth Personnel Sign Up Sheet**  
ACLI Annual Conference & Exhibitor Marketplace

ACLI requests booth personnel information be provide in advance to expedite their check-in process. There is no charge for booth personnel but they are only permitted in the exhibit hall. To attend sessions, lunches or other events they must register for a one day or the full conference registration. **Please email this form to [genevabarber@acli.com](mailto:genevabarber@acli.com) or fax to 202-624-2425 by September 1, 2015.**

**Contact Information for Badge**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company \_\_\_\_\_

Address: \_\_\_\_\_

City/State \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact Information for Badge**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company \_\_\_\_\_

Address: \_\_\_\_\_

City/State \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**If you need additional space, please use another page.**

# GES Information and Order Forms



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers

October 11 - 12, 2015

### Official Service Provider

Global Experience Specialists, Inc. (GES)  
7000 Lindell Road  
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098  
FAX (in USA): 866.329.1437  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat)

International Calls: 702.515.5970  
International Faxes: 702.263.1520

GES will be onsite at your show to assist you in coordinating any last minute services, ordering additional products and answering any questions you may have.

### Show Information

Booth Size: 10' x 10'  
Backwall Drape: Blue / White  
Sidewall Drape: Blue  
Facility Carpet Color: Multicolored  
1 - 6' Skirted Table, Red  
2 - Plastic Contour Chairs  
1 - Wastebasket  
ID Sign

### Important Dates *Be sure to check all order forms for additional deadlines*

#### Discount Deadline Date

Monday, September 21 GES orders must be received with payment by this date.

#### Installation

Sunday, October 11 12:00 PM - 5:00 PM

**Please take notice - this event moves in on overtime, all applicable surcharges will apply**

#### Show Hours

Sunday, October 11 5:30 PM - 7:00 PM

Monday, October 12 3:00 PM - 4:00 PM (Exhibit floor will be closed from 4:00 PM - 5:00 PM)  
5:00 PM - 7:00 PM

#### Dismantle

Monday, October 12 7:00 PM - 9:00 PM

**Please take notice - this event moves out on overtime, all applicable surcharges will apply.**

#### Facility Clear

Monday, October 12 9:00 PM All exhibitor materials must be removed.

#### Carrier Pick Up Post-Show from Warehouse

Wednesday, October 14 8:00 AM Carrier pick-up post show from warehouse begins.

Wednesday, October 14 2:30 PM Carrier pick-up post show from warehouse ends.

### Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES. Contact our international division at: [GESLogistic\\_international@ges.com](mailto:GESLogistic_international@ges.com). GES will not act as Importer of Record (IOR) or Ultimate Consignee regarding exhibitor freight and will not provide a Power of Attorney to any entity regarding exhibitor freight.

#### Advance Shipments to Warehouse/Post Show Pickup:

c/o GES

ACLI Annual Conference & Exhibitor Marketplace

(Your Company Name & Booth Number)

4108 W. 52nd Place

Chicago, IL 60632

USA

#### Shipments should arrive on or between:

September 8 - October 7, 2015

Hours for receiving are Monday - Friday, 8:00 AM - 2:30 PM

**ATTENTION EXHIBITORS:** All exhibit materials must be sent in advance to the GES warehouse. Direct to showsite shipments **will not** be accepted at the Sheraton Chicago Hotel and Towers. Sheraton Chicago Hotel and Towers does not have the capabilities to receive nor have adequate storage space for Exhibitor materials. Any materials shipped to the Sheraton Chicago Hotel and Towers will be consigned to GES and you will be billed higher material handling charges by GES and a **30% (\$50.00 minimum) surcharge**. Exhibitors may also be billed an additional receiving charge by the Sheraton Chicago Hotel and Towers for any items sent directly to the Sheraton Chicago Hotel and Towers.

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/071600590/esm>

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## **ACLI Annual Conference & Exhibitor Marketplace**

Sheraton Chicago Hotel and Towers

October 11 - 12, 2015

### **IMPORTANT NOTE REGARDING INBOUND AND OUTBOUND FREIGHT**

Due to tight security and lack of adequate storage space at the Sheraton Chicago Hotel and Towers absolutely NO Direct Shipments are permitted to this facility.

Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse at 4108 W. 52nd Place, Chicago, IL 60632, starting September 8, 2015 until October 7, 2015.

For Outbound shipments, carriers must pick up all shipments at the GES Advanced Receiving Warehouse at 4108 W. 52nd Place, Chicago, IL 60632, starting October 14, 2015 at 8:00 AM.

**ALL SHIPMENTS MUST BE PICKED UP NO LATER THAN  
October 14, 2015 by 2:30 PM  
OR THEY WILL BE RE-ROUTED VIA GES LOGISTICS.**

Warehouse Hours of Operation are Monday - Friday, 8:00 AM - 2:30 PM.

If you have any questions regarding this procedure, please call the GES National Servicer or contact us: <http://www.ges.com/chat>

A 30% (\$50.00 minimum) surcharge will apply for shipments inadvertently delivered directly to the facility.

#### **Need Assistance?**

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## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

### What is an Official Service Provider?

GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

### GES Show Services

#### Booth Furniture and Accessories

The booth furniture and accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

#### Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

#### Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at [www.ges.com](http://www.ges.com).

#### Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at [www.ges.com](http://www.ges.com).

#### Installation and Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

#### Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

#### Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

### Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

### How Can I Order My Show Services?

Expresso is GES' planning, ordering and management system. You can order everything you need for your tradeshow exhibits, view account order history, download the show schedule and so much more.

Step 1: Go to <https://e.ges.com/071600590/esm>

Step 2: Find your show by typing the show name into the search box and selecting it.

Step 3: Browse products and services and make your selections. When you add the first item or service to your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click your shopping cart and submit the required information.

### GES National Servicer®

The GES National Servicer® provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7000 Lindell Road

Las Vegas, NV 89118

Phone: 800.475.2098 / Fax: 866.329.1437

International Phone: 702.515.5970 / Fax: 702.263.1520

Online Chat: [www.ges.com/chat](http://www.ges.com/chat)

### GES Servicer®

Once you are at the show, the GES Servicer® is onsite to place any last minute orders and provide show information.

### Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

### Need Assistance?

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As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

### Ordering Trade Show Services

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

### Inbound - Move In

- Confirm your furnishings orders with the GES National Servicer<sup>®</sup> [www.ges.com/chat](http://www.ges.com/chat). You should receive a confirmation of your order within 3-5 days of placement.
- **Refer to the Special Handling brochure to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact and tracking numbers.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

### Showsite

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Stapler, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

### Work Zone

- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

### Outbound - Move Out

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:  
<https://e.ges.com/071600590/esm>

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## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers

October 11 - 12, 2015

### Safety is very important for everyone working in the Exhibit Hall.

Global Experience Specialists, Inc. (GES) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

### Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

**During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.**



# STOP. THINK. SAFETY.

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## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers

October 11 - 12, 2015

### Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

There are six major unions which have jurisdiction over trade shows. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction. Adherence to these guidelines can save you a substantial amount of money.

#### Teamsters

Responsible for handling all material in and out of the hall. Exhibitors are permitted to carry small packages into the hall without the use of wheeled carts and /or dollies.

#### Riggers

Responsible for handling machinery in and out of the hall. Riggers also handle the uncrating, unskidding, positioning and leveling of all machinery and reskidding of all machinery.

#### Carpenters

Responsible for uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc. laying of floor tile, carpet, recrating of exhibits and closing of machinery crates. Installation and dismantling of scaffolding, bleachers and binding of chairs.

#### Decorators

Responsible for hanging all non-electrical signs, drape and cloth installation and tacked fabric panels. Decorators are also responsible for Velcro signs used in a booth that requires tools or more than one person for installation.

#### Electricians

Responsible for assembly, installation and dismantle of anything that uses electricity as a source of power. This includes electrical wiring, hook-ups, interconnections, etc.

#### Plumbers

Responsible for all plumbing work such as compressed air, water, drain or natural gas.

#### Helpful Hints

Exhibitors may perform the following functions as long as they are a full-time employee of the exhibiting company:

- w Hand carry small items and pop-up displays. No hand trucks or carts are permitted.
- w Install and dismantle displays within a 100 sq. ft. or less booth space if one person can accomplish the task in 1/2 hour or less without the use of tools.
- w Install graphics and small signs, and logos and graphics that are attached with pre-cut velcro strips.
- w Make technical, electrical connections and interwire equipment for computers providing the cables do not exceed 10' in length.
- w Perform simple electrical requirements, such as installing light bulbs.

**If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of Global Experience Specialists, Inc. (GES). Please refrain from voicing complaints directly to labor.**

### Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

### Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

### Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)





All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**ACLI Annual Conference & Exhibitor Marketplace**  
 Sheraton Chicago Hotel and Towers  
 October 11 - 12, 2015

**GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.**

## I. Definitions

**GES:** Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **Agents:** GES' agents, sub-contractors, carriers, and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

## II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

## III. Customer Obligations

- Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

## IV. Mutual Obligation Indemnification

- Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

## V. DISCLAIMER AND LIMITATION OF LIABILITY

**UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.**

## VI. No Liability for Loss or Damage to Goods

- Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to

ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

- Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to: glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

## VII. Measure of Damage

- Sole Relief:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

## VIII. Miscellaneous

- Insurance. GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and/or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30) days** after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim (logistics claims excluded).

## IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

## X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

## Need Assistance?

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Sheraton Chicago Hotel and Towers

October 11 - 12, 2015

All material used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. All aisles must be maintained at a minimum of eight (8) feet in width unless otherwise approved on a floor plan.

Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one quarter (1/4) of the tank capacity or five (5) gallons, whichever is less.

Combustible materials cannot be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

Vehicles in building for unloading must not be left with engine idling. Exhaust gases present extreme hazards to workers on catwalks. If an engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

Compressed air cylinders, including LPG, are prohibited unless approved by the fire prevention office. Flammable gases, i.e., butane, propane, natural gas, et al; are subject to prior approval. Nonflammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords. Two wire "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.

Cube tap adapters are prohibited (Uniform Fire Code 8507). Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating.

Electrical work under carpets must be done, or supervised, by the electrical contractor. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury or damage.

All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to one day supply and stored neatly within the booth. Violators will be notified and if the materials are not removed by show opening, show decorator will remove and store them at exhibitors expense, without access until the break of the show.

Areas enclosed by solid walls and ceilings must be equipped with approved smoke detectors.

All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.

Flammable or combustible liquids are prohibited inside of buildings except as approved by the fire prevention office. Flammable thinners, solvents and paints including aerosol cans are strictly prohibited within the building.

Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area. Decorative candles are not permitted.

Heat producing equipment is prohibited. Examples of prohibited equipment include, welding, soldering, or any open flame devices.

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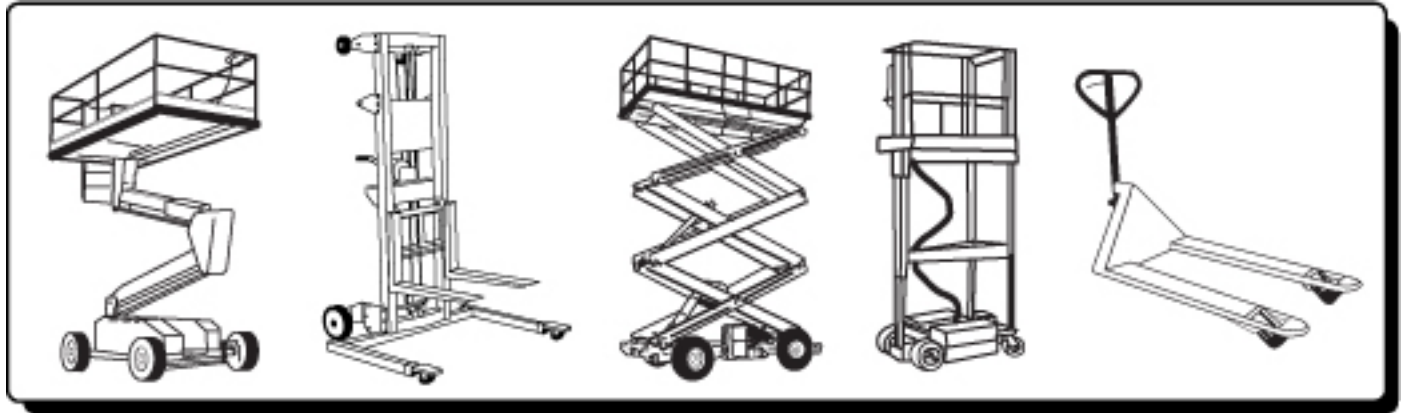
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## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers

October 11 - 12, 2015

# ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.

**ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.**

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.

### Need Assistance?

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**ACLI Annual Conference & Exhibitor Marketplace**

Sheraton Chicago Hotel and Towers

October 11 - 12, 2015

# ATTENTION:

## PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.

**Need Assistance?**Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)

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## TO BE COMPLETED BY EXHIBITOR

**RETURN TO:** Global Experience Specialists, Inc. (GES), Operations Department • 6800 Sante Fe Drive, Hodgkins, IL 60525 • Email: ChicagoCOI@ges.com • Fax: 702.914.5022

Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

### ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Form Deadline Date:**  
September 11, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an Exhibitor's booth if this Notice of Intent to Use EAC (Form L-3), a valid Certificate of Insurance and the Agreement and Rules and Regulations between GES and the EAC (Form L-4) is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of Exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____			
Contact Name: _____	Cell Phone: _____		
Street Address: _____	Email: _____		
City: _____	State: _____	Zip: _____	
Office Phone: (area code _____) _____	Fax: (area code _____) _____		
Description of Proposed service for Exhibitor: _____			

**This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:**

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

**PLEASE SIGN** X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

**GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.**

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**Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Operations Department, 6800 Santa Fe Drive, Hodgkins, IL 60525, Email [ChicagoCOI@ges.com](mailto:ChicagoCOI@ges.com), Fax 702.914.5022**

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## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Form Deadline Date:**

**September 11, 2015**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

The undersigned Exhibitor Appointed Contractor ("EAC") has been designated by an Exhibitor to perform certain services for the Exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

### Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Kit/Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move in.**
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.**
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the Exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.**
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/Exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
- The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the Exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear at all times.
- During show hours only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), American Council of Life Insurers (Show Management), ACLI Annual Conference & Exhibitor Marketplace (Show) and Sheraton Chicago Hotel and Towers (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
- EAC/ Exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The Exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
- The Exhibitor or its EAC should take steps to protect the Exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
- EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so Exhibitors may begin packing their product.

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/071600590/eacs/esm>

071600590



**Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Operations Department, 6800 Santa Fe Drive, Hodgkins, IL 60525, Email ChicagoCOI@ges.com, Fax 702.914.5022**

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**

## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Form Deadline Date:**  
September 11, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
<b>Rules and Regulations (continued)</b>		

19. EAC/Exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the Exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/Exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

### Authorized Signature of EAC:


X \_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

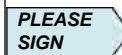
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name at Show Site: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

### Official Use Only

#### Accepted by GES Authorized Representative:


X \_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

### Need Assistance?

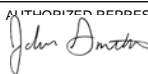
Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/071600590/eacs/esm>

071600590

<b>ACORD</b> 1.		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE (MM/DD/YY) 01/01/15	
PRODUCER <b>ABC Insurance Agency</b> <b>1234 Broker Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Agent (212) 555-6102 ext. 1234</b> <b>Fax: (212) 555-6100</b>				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSUREERS AFFORDING COVERAGE			
INSURED 2. <b>Big Boom Company, Inc.</b> <b>1234 Corporate Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Smith</b> <b>Phone: (212) 555-5349 Fax: (212) 555-9819</b>				INSURER A: <b>Hartford Insurance Company of Illinois</b> INSURER B: <b>Aetna Casualty &amp; Surety Company</b> INSURER C: <b>Travelers Insurance Company</b> INSURER D: <b>Royal Insurance Company</b> INSURER E:			
COVERAGES							
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS		
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-A11</b>	<b>01/01/15</b>	<b>01/01/16</b>	EACH OCCURRENCE <b>\$1,000,000</b>		
	FIRE DAMAGE (Any one fire) <b>\$ 50,000</b>						
	MED EXP (Any one person) <b>\$ 5,000</b>						
	PERSONAL & ADV INJURY <b>\$1,000,000</b>						
	GENERAL AGGREGATE <b>\$2,000,000</b>						
PRODUCTS-COMP/OP AGG <b>\$2,000,000</b>							
<b>B</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	<b>SKLS-029499S</b>	<b>01/01/15</b>	<b>01/01/16</b>	COMBINED SINGLE LIMIT <b>\$1,000,000</b>		
	(Ea accident)						
	BODILY INJURY <b>\$</b>						
	(Per person)						
	BODILY INJURY <b>\$</b>						
(Per accident)							
<b>A</b>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	<b>XL1234567</b>	<b>01/01/15</b>	<b>01/01/16</b>	PROPERTY DAMAGE <b>\$</b>		
	(Per accident)						
	AUTO ONLY-EA ACCIDENT						
	OTHER THAN <b>\$</b>						
	AUTO ONLY: <b>\$</b>						
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>A4145-SS-PJ37</b>	<b>01/01/15</b>	<b>01/01/16</b>	EACH OCCURRENCE <b>\$1,000,000</b>		
	AGGREGATE <b>\$1,000,000</b>						
	<b>\$</b>						
	<b>\$</b>						
	<b>\$</b>						
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b>	<b>01/01/15</b>	<b>01/01/16</b>	X WC STATU- ORY LIMITS	OTHER	
	E.L. EACH ACCIDENT <b>\$1,000,000</b>						
	E.L. DISEASE-EA EMPLOYEE <b>\$1,000,000</b>						
	E.L. DISEASE -POLICY LIMIT <b>\$1,000,000</b>						
<b>D</b>	OTHER				Each Occurrence & Aggregate		
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Global Experience Specialists, Inc. (GES) (Official Service Provider), American Council of Life Insurers (Show Management), Sheraton Chicago Hotel and Towers (Facility), and ACLI Annual Conference & Exhibitor Marketplace (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: October 11 - 12, 2015 at city of Chicago.							
CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION			
6. Global Experience Specialists, Inc. (GES) Operations Department 6800 Santa Fe Drive Hodgkins, IL 60525 Email ChicagoCOI@ges.com Fax 702.914.5022				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE 			

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSURED: Global Experience Specialists, Inc. (GES) (Official Service Provider), American Council of Life Insurers (Show Management), ACLI Annual Conference & Exhibitor Marketplace (Show) and Sheraton Chicago Hotel and Towers (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)

7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See #10 on Agreement and Rules and Regulations between GES and EAC (L-4).
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers

October 11 - 12, 2015

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

### Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 33 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

### How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

### Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

### Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to: [www.ges.com/everything/logistics/tracking/](http://www.ges.com/everything/logistics/tracking/).

### Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
  - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
  - b. Freight shipments sent to the show after it has opened.
  - c. Freight shipments that are received at showsite that do not meet their published date & time.

### Estimating Material Handling Charges, *continued*

- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

### Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

### Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicenter®** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

### Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicenter®**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

### Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** – If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

### Insurance

All of your Goods should be insured by your own insurance policy. Although we do our best to handle your Goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

### Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)

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Order Directly Online:

<https://e.ges.com/071600590/mhEST/esm>

071600590

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**

## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Form Deadline Date:**  
September 21, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

### Price List

#### Advance Shipment to Warehouse (200 lbs. minimum per shipment)

##### Crated Materials

Rate

##### Special Handling Materials

Rate

**ATTENTION EXHIBITORS:** All exhibit materials must be sent in advance to the GES warehouse. Direct to showsite shipments **will not** be accepted at the Sheraton Chicago Hotel and Towers. Sheraton Chicago Hotel and Towers does not have the capabilities to receive nor have adequate storage space for Exhibitor materials. Any materials shipped to the Sheraton Chicago Hotel and Towers will be consigned to GES and you will be billed higher material handling charges by GES and a **30% (\$50.00 minimum) surcharge**. Exhibitors may also be billed an additional receiving charge by the Sheraton Chicago Hotel and Towers for any items sent directly to the Sheraton Chicago Hotel and Towers.

#### Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

### Important Information

**Advance Shipments to Warehouse:** GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 33 days (any materials stored beyond 33 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

**Small Packages:** Boxes and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

**Measure of Damage:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

**Arrival Dates and Surcharges for Shipments:** Storage rates apply to shipments received before the published timeline. A 30% (\$50.00 minimum) surcharge will apply to all shipments received after the advance shipment timeline. This charge will also apply if shipments are sent to the facility.

#### Advance Dates:

**Tue, Sep 8, 2015:** Advance shipments may begin arriving at warehouse.

**Wed, Oct 7, 2015:** Last day for shipments to arrive at warehouse.

### Please Indicate Below

**Calculate Total CWT** (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)

\_\_\_\_\_ pounds ÷ 100 = \_\_\_\_\_ Total CWT

#### Shipment Will Be Sent To Warehouse:

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

**GES is unable to receive flatbed shipments or any single piece weighing over 5,000 pounds at the Advance Warehouse.**

### Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 50.50	1	\$
Small Package, Each Additional Carton	\$ 25.25		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
<b>A.</b> Total All Items Ordered				\$
<b>B.</b> Petroleum Surcharge Assessment: 3%			A x 3% = B	\$
<b>C.</b> Payment Enclosed			A + B = C	\$

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/071600590/mhEST/esm>

071600590

# What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

## Special Handling Includes:

### Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

### Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

### Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

### Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

### Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

### Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

### Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

### Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

### Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

## Special Handling Examples:



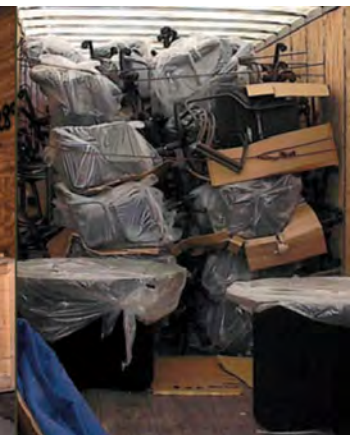
Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*

R-5



FROM:



TO:

\_\_\_\_\_  
FULL EXHIBITING COMPANY NAME AT SHOW

\_\_\_\_\_  
**ACLI Annual Conference & Exhibitor Marketplace**

NAME OF EXHIBITION 071600590


\_\_\_\_\_  
BOOTH NUMBER

**C/O GES**  
**4108 W. 52nd Place**  
**Chicago, IL 60632 USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Tuesday, Sep 8, 2015 - Wednesday, Oct 7, 2015**

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces 



FROM:



TO:

\_\_\_\_\_  
FULL EXHIBITING COMPANY NAME AT SHOW

\_\_\_\_\_  
**ACLI Annual Conference & Exhibitor Marketplace**

NAME OF EXHIBITION 071600590


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Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces 



**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Form Deadline Date:**  
September 21, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**Complete this form for pre-printed outbound material handling documents (Bill of Lading) and shipping labels at the close of the show.**

If this form is not received by GES by September 21, 2015, this pre-printing service will not be provided.

### Step 1. Tell us the location of materials for pickup (GES warehouse address):

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
4108 W. 52nd Place	Chicago	IL	60632	USA
PHONE:	FAX:	BOOTH NUMBER:		

### Step 2. Tell us the location where freight should be sent:

#### SHIPPING DESTINATION 1:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

#### SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

**Showsite Instructions:** Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicercenter®**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.**

**GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.**

**Measure of Damage:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/071600590/prePrint/esm>

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**MANDATORY  
FORM\***

**ACLI Annual Conference & Exhibitor Marketplace**  
Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Form Deadline Date:**  
September 21, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

## ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- ☐ Crated
- ☐ Uncrated
- ☐ Machinery
- ☐ Total

2. Indicate total number of trucks in each category that you will use:

- ☐ Van Line
- ☐ Common Carrier
- ☐ Flatbed
- ☐ Co. Truck
- ☐ Overseas Container

3 List carrier name(s):

---

---

---

4. If using a Customs Broker, please print name:

---

Phone Number 

---

5. Print the name of person in charge of your move-in:

---

Phone Number 

---

6. What is the minimum number of days to set your display?

---

7. What is the weight of the single heaviest piece that must be lifted?

---

 lbs.

8. What is the total weight of your exhibit or equipment being shipped?

---

 lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

---

---

---

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

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## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER:	
SHOWSITE CONTACT		SHOWSITE CONTACT PHONE #		DATE/TIME OF ARRIVAL	
				CONTACT'S HOTEL (OPTIONAL)	
<b>Pick Up Information</b>					
DATE:		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:		CITY:		STATE:	ZIP: COUNTRY:
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery	

<b>Delivery Information</b>					
DATE:		RECEIVING HOURS:			
DESTINATION:		EXHIBITOR NAME:			
SHOW NAME:		BOOTH NUMBER:			
STREET ADDRESS:		CITY:		STATE:	ZIP: COUNTRY:
SHOW CONTRACTOR:		CONTACT:		PHONE NUMBER:	

<b>Method of Shipment</b>					
<b>Ground:</b> <input type="checkbox"/> Less than a Truck Load <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* _____ *Subject to Applicable Surcharges			<b>Air:</b> <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred <b>* Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.</b>		Special Instructions (Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces:		Total Weight:		Hazardous Materials Contact Number ( ) -	
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to <a href="http://www.ges.com/terms/logistics.aspx">www.ges.com/terms/logistics.aspx</a> . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.				I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. <b>Authorized Signature - Please Sign:</b> X	
I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.				AUTHORIZED NAME - PLEASE PRINT DATE	

**Measure of Damage:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

## Need Assistance?

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## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER	
<b>Pick Up Information</b>					
PICKUP DATE:		SHIPPING / RECEIVING HOURS:			
STREET ADDRESS:		CITY:	PROVINCE:	POSTAL CODE:	COUNTRY:
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):					MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

Method of Shipment					
<b>Type of Customs Entry:</b>		<input type="checkbox"/> Permanent (Sold/Giveaways)		Value of Permanent Goods (US\$):	\$
		<input type="checkbox"/> Temporary (To Return)		Value of Temporary Goods (US\$):	\$
<b>Mode of Transport:</b>		<input type="checkbox"/> Ocean FCL	<input type="checkbox"/> Ocean LCL	<input type="checkbox"/> AirFreight	<input type="checkbox"/> Truck
<b>Type of Equipment for FCL:</b>		<input type="checkbox"/> 40' Container	<input type="checkbox"/> 20' Container	<input type="checkbox"/> High Cube	<input type="checkbox"/> Other:
<b>Commodity:</b>					
<b>Desired Delivery Date or Targeted Move-In Date:</b>					

Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)					
Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US\$) (6)
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

Use a separate piece of paper if you need to provide additional weight and dimensions.

☐ Check this box if you would like to receive a return quote back to origin specified at the top of this form.

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to [www.ges.com/terms/logistics.aspx](http://www.ges.com/terms/logistics.aspx). If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

Total Gross Weight (7)

kilos

Total Value (8)

\$

X

AUTHORIZED NAME - PLEASE PRINT

DATE

SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

GES will not act as Importer of Record (IOR) or Ultimate Consignee regarding exhibitor freight and will not provide a Power of Attorney to any entity regarding exhibitor freight.

GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$ .50 (USD) per pound per package, \$ 100.00 (USD) per package or \$ 1,500.00 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES or its transportation provider and are available to the shipper on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/071600590/esm>

071600590

GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option.

## Standard

13 oz. is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

### Includes:

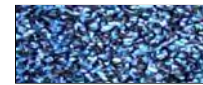
- 13 oz. 100% recyclable color options include Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



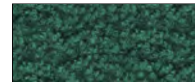
Blue (42)



Blue Jay (56)



Burgundy (43)



Emerald Green (44)



Gray (40)



Pepper (52)



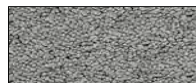
Red (49)

## Plush

26 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

### Includes:

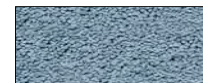
- 26 oz. 100% recyclable carpet
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



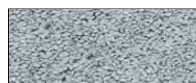
Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



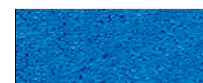
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



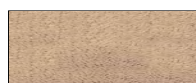
Snow (80)

## Ultra Plush

50 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

### Includes:

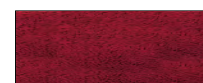
- 50 oz. 100% recyclable carpet
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



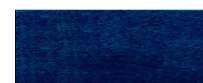
Cabernet (82)



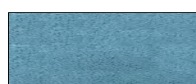
Graphite (83)



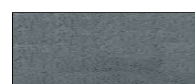
Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturers specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Please refer to order form for availability at your show.

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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**ACLI Annual Conference & Exhibitor Marketplace**

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Discount Deadline Date:**

September 21, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
-------	-------------	----------------	---------------

**Standard Pre-Cut Carpet**

Custom-cut carpet is required for all booths larger than 300 square feet, or for booths configured as island or peninsula.

5001	13 oz. Standard Carpet 10'x10'	\$ 217.00	\$ 326.00
5002	13 oz. Standard Carpet 10'x20'	\$ 437.00	\$ 656.00
5003	13 oz. Standard Carpet 10'x30'	\$ 654.00	\$ 981.00

**Visqueen Plastic Covering for Protection**

500410	Carpet Plastic Covering, Per Sq.Ft.	\$ 0.81	\$ 1.22
--------	-------------------------------------	---------	---------

**Padding**

GES Offers the finest padding used in the industry, a 1/2" double-netted rebond pad. We guarantee your satisfaction.

500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	\$ 1.83	\$ 2.75
--------	--	---------	---------

The leaf symbol indicates recyclable or eco-friendly materials per manufacturer's specifications.

**Cancellation Policy:** Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
-------	-------------	----------------	---------------

**Custom-Cut Carpet**

Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.

5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	\$ 3.64	\$ 5.45
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 5.00	\$ 7.50
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 6.05	\$ 9.10

26oz. Plush and 50 oz. Ultra Plush Carpets are 100% recyclable and offered as a business standard for our premium grades.

Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

**Please Indicate Choice**
**13 oz. Carpet Colors** (Item #'s 5001, 5002, 5003, 5000 ONLY).

Gray will be provided if no color is indicated below:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Black (41)    | <input type="checkbox"/> Blue (42)          | <input type="checkbox"/> Blue Jay (56) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Emerald Green (44) | <input type="checkbox"/> Gray (40)     |
| <input type="checkbox"/> Pepper (52)   | <input type="checkbox"/> Red (49)           |  |

**26 oz. Plush Custom-Cut Carpet Colors** (Item #'s 5006 ONLY).

Dove will be provided if no color is indicated below:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Cement (70)      | <input type="checkbox"/> Charcoal (71)  | <input type="checkbox"/> Cobalt (72)     |
| <input type="checkbox"/> Dove (73)        | <input type="checkbox"/> Lava Rock (74) | <input type="checkbox"/> Navy (75)       |
| <input type="checkbox"/> Onyx (76)        | <input type="checkbox"/> Red (49)       | <input type="checkbox"/> Royal Blue (77) |
| <input type="checkbox"/> Silky Beige (78) | <input type="checkbox"/> Silver (79)    | <input type="checkbox"/> Snow (80)       |

**50 oz. Ultra Plush Custom-Cut Carpet Colors** (Item #'s 5007 ONLY).

Iceberg will be provided if no color is indicated below:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Bisque (81)   | <input type="checkbox"/> Black (41)    | <input type="checkbox"/> Cabernet (82) |
| <input type="checkbox"/> Graphite (83) | <input type="checkbox"/> Iceberg (84)  | <input type="checkbox"/> Midnight (85) |
| <input type="checkbox"/> Seascape (86) | <input type="checkbox"/> Sterling (87) | <input type="checkbox"/> Teal (55)     |

**Do you require electrical or utilities under the carpet?**

- ☐
- Yes
- ☐
- No

Calculate Total Square Footage:

Width: \_\_\_\_\_ x Length: \_\_\_\_\_ = \_\_\_\_\_ Square Feet

**Place Order Here**

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5001	13 oz. Standard Carpet 10'x10'		1	\$
5002	13 oz. Standard Carpet 10'x20'		1	\$
5003	13 oz. Standard Carpet 10'x30'		1	\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT =	TOTAL PRICE
				\$
				\$
A.	Total All Items Ordered (Excluding Carpet Plastic)			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9%		C x 9% = D	\$
E.	Total 1		C + D = E	\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT =	TOTAL PRICE
500410	Carpet Plastic Covering, Per Sq.Ft.			\$
F.	Total (for Carpet Plastic Order Only)			\$
G.	Petroleum Surcharge Assessment: 3%		F x 3% = G	\$
H.	Subtotal		F + G = H	\$
I.	Sales Tax: 10.25%		H x 10.25% = I	\$
J.	Total 2		H + I = J	\$
K.	Payment Enclosed		E + J = K	\$

I agree in placing this order that I have accepted GES payment Policy and GES Terms &amp; Conditions of Contract.

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

**Need Assistance?**

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Order Directly Online:

<https://e.ges.com/071600590/carpet/esm>

071600590





## Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

## Tables



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

## Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High





3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

## Table Skirt Colors

 Beige (54)	 Black (41)	 Blue (42)	 Burgundy (43)
 Forest Green (45)	 Gold (46)	 Gray (40)	 Mauve (47)
 Purple (48)	 Red (49)	 Teal (55)	 White (50)

## Display Furniture



Full View



Half View



Quarter View



Vertical

## Accessories



300124 - Aisle Stanchion  
Chain, Plastic, Per Foot



300123 - Aisle Stanchion,  
without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White,  
4'x8'



305182 - Refrigerator,  
White, 20"L 22"D 33"H



300120 - Sign Holder, Bell  
Base



300108 - Sign Holder,  
Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler,  
Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms &amp; Conditions of Contract as specified in this Exhibitor Services Manual.

**ACLI Annual Conference & Exhibitor Marketplace**

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Discount Deadline Date:**

September 21, 2015

COMPANY NAME EMAIL ADDRESS BOOTH NUMBER

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Chairs</b>				<b>Display Furniture*</b>			
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	\$ 142.00	\$ 213.00	300082	Display Case 6', Full View	\$ 799.00	\$ 1,200.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	\$ 130.00	\$ 195.00	300083	Display Case 6', Half View	\$ 799.00	\$ 1,200.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	\$ 82.75	\$ 124.00	300084	Display Case 6', Quarter View	\$ 799.00	\$ 1,200.00
300053	Stool, Contemporary, 17"W 18"D 48"H	\$ 151.00	\$ 227.00	300088	Display Case 7', Vertical	\$ 1,040.00	\$ 1,560.00
<b>Tables</b>				<b>Accessories</b>			
300059	Table, Starbase, 30" Diameter x 40" High	\$ 295.00	\$ 443.00	300124	Aisle Stanchion Chain, Plastic, Per Foot	\$ 6.75	\$ 10.15
300058	Table, Starbase, 40" Diameter x 30" High	\$ 295.00	\$ 443.00	300123	Aisle Stanchion, without Chain	\$ 64.00	\$ 96.00
<b>Skirted Tables</b>				300103	Aluminum Easel	\$ 87.50	\$ 131.00
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt</i>				300111	Bag Stand	\$ 121.00	\$ 182.00
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 196.00	\$ 294.00	300102	Coat Rack	\$ 121.00	\$ 182.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 219.00	\$ 329.00	300104	Garment Rack	\$ 121.00	\$ 182.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 244.00	\$ 366.00	300106	Literature Rack	\$ 203.00	\$ 305.00
3007	Table, Skirt 4th Side	\$ 61.75	\$ 92.75	300201	Pegboard, White, 4'x8'	\$ 232.00	\$ 348.00
<b>Skirted Counters</b>				305182	Refrigerator, White, 20"L 22"D 33"H*	\$ 478.00	\$ 717.00
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt</i>				300120	Sign Holder, Bell Base	\$ 109.00	\$ 164.00
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 230.00	\$ 345.00	300108	Sign Holder, Chrome, 22"x28"	\$ 109.00	\$ 164.00
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 266.00	\$ 399.00	300211	Tackboard, 4'x8'	\$ 246.00	\$ 369.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 300.00	\$ 450.00	300112	Ticket Tumbler, Small, Table Top	\$ 187.00	\$ 281.00
3017	Counter, Skirt 4th Side	\$ 61.75	\$ 92.75	300113	Wastebasket	\$ 26.50	\$ 39.75
<b>Risers</b>				300118	Waterfall Stand	\$ 121.00	\$ 182.00
300193	Riser 4', Double Tier, 48"x8"x16" High	\$ 75.75	\$ 114.00	<i>Prices include delivery, installation, rental, and removal.</i>			
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 53.00	\$ 79.50	<i>*Power is not included. Order power on E-2: Electrical Rental Order Form. Please note if 24 hour power is required. One (1) 500 Watt outlet per two (2) display cases.</i>			
300194	Riser 6', Double Tier, 72"x8"x16" High	\$ 97.75	\$ 147.00				
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 75.75	\$ 114.00				
<b>Custom Booth Drape</b>							
3001	Drape, 3' High, Per Foot, 4' Minimum	\$ 22.05	\$ 33.00				
3002	Drape, 8' High, Per Foot, 4' Minimum	\$ 26.50	\$ 39.75				
<b>Display Furniture*</b>							
300073	Display Case 4', Corner View	\$ 777.00	\$ 1,170.00				
300074	Display Case 4', Full View	\$ 755.00	\$ 1,130.00				
300075	Display Case 4', Half View	\$ 755.00	\$ 1,130.00				
300076	Display Case 4', Quarter View	\$ 755.00	\$ 1,130.00				
300078	Display Case 5', Full View	\$ 777.00	\$ 1,170.00				
300079	Display Case 5', Half View	\$ 777.00	\$ 1,170.00				
300080	Display Case 5', Quarter View	\$ 777.00	\$ 1,170.00				

**Please Indicate Choice**
**Place Order Here**
**Drape / Skirt Color** (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3001, 3002 ONLY)

Gray will be provided if no color is indicated below:

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Beige (54)    | <input type="checkbox"/> Black (41)        | <input type="checkbox"/> Blue (42)   |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46)   |
| <input type="checkbox"/> Gray (40)     | <input type="checkbox"/> Mauve (47)        | <input type="checkbox"/> Purple (48) |
| <input type="checkbox"/> Red (49)      | <input type="checkbox"/> Teal (55)         | <input type="checkbox"/> White (50)  |

**4th Side Table Skirt** (3007 ONLY)

- ☐
- 6' Table
- ☐
- 8' Table

**4th Side Counter Skirt** (3017 ONLY)

- ☐
- 6' Counter
- ☐
- 8' Counter

**Tackboard/Perfboard Alignment** (300201 and 300211 ONLY)

- ☐
- Horizontal
- ☐
- Vertical

Please include Booth Layout form (H-3) for placement of items.

**Orders received after the discount deadline date are subject to availability and/or substitutions.**

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9%		C x 9% = D	\$
E.	Payment Enclosed		C + D = E	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				
AUTHORIZED NAME - PLEASE PRINT				DATE

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Need Assistance?**

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Order Directly Online:

<https://e.ges.com/071600590/furnishings/esm>

071600590



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**ACLI Annual Conference & Exhibitor Marketplace**

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Discount Deadline Date:**

September 21, 2015

COMPANY NAME EMAIL ADDRESS Booth Number

**GES Furniture Packages offer significant savings!**
**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.	\$ 369.90	\$ 555.08	400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.	\$ 800.55	\$ 1,201.28

**Cancellation Policy:** Furniture Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

Prices include delivery, installation, rental, and removal.

**Please Indicate Choice**
**Place Order Here**
**Table Skirt Color** (Item # 400011 ONLY).

Gray will be provided if no color is indicated below:

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Beige (54)    | <input type="checkbox"/> Black (41)        | <input type="checkbox"/> Blue (42)   |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46)   |
| <input type="checkbox"/> Gray (40)     | <input type="checkbox"/> Mauve (47)        | <input type="checkbox"/> Purple (48) |
| <input type="checkbox"/> Red (49)      | <input type="checkbox"/> Teal (55)         | <input type="checkbox"/> White (50)  |

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
400011	Furniture Package 1			\$
400012	Furniture Package 2			\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
<b>C.</b>	Subtotal		A + B = C	\$
<b>D.</b>	Rental Tax: 9%		C x 9% = D	\$
<b>E.</b>	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT DATE

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600590/packages/esm>

## Seating - Sofas and Loveseats



305068 - Loveseat, Key West, Black,  
57"L 35"D 33"H



305262 - Loveseat, Naples, Black Vinyl,  
62"L 30"D 28"H



305264 - Sectional, Heathrow, Black  
Vinyl, 72"L 48"D 28"H



305120 - Sectional, South Beach, 3 pc.,  
Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric,  
73"L 34.5"D 29.5"H



305265 - Sofa, Heathrow, Black Vinyl,  
48"L 24"D 28"H



305125 - Sofa, Key West, Black, 85"L  
35"D 33"H



305226 - Sofa, Mirabel, Brown Leather,  
76"L 35"D 32"H



305261 - Sofa, Naples, Black Vinyl,  
87"L 30"D 28"H



305221 - Sofa, Roma, White Vinyl, 78"L  
31"D 33"H



305119 - Sofa, South Beach, Platinum  
Suede, 69"L 29"D 33"H



305268 - Sofa, Tangiers, 78"L 37"D  
36"H

## Seating - Club Chairs



305235 - Chair, Allegro, Blue  
Fabric, 36"L  
34.5"D 29.5"H



305072 - Chair, Barcelona, Black,  
30"L 31"D 35"H



305073 - Chair, Barcelona,  
White, 30"L 30"D  
31"H



305225 - Chair, Mirabel, Brown  
Leather, 36"L  
35"D 32"H



305220 - Chair, Roma, White  
Vinyl, 37"L 31"D  
33"H



305070 - Chair, Tub, Key West,  
Black, 31"L 31"D  
31"H



305267 - Corner, Heathrow, Black  
Vinyl, 24"L 24"D  
28"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

## Seating - Chairs



305152 - Chair,  
Altura, Guest,  
25"L 20"D 34"H



305041 - Chair,  
Berlin, Black/  
White, 18"L 22"D  
32"H



305042 - Chair,  
Berlin, Red/  
White, 18"L 22"D  
32"H



305110 - Chair,  
Brewer, Black,  
20"L 20"D 32"H



305260 - Chair,  
Christopher,  
White Vinyl w/  
Chrome, 17"L  
19"D 35"H



305285 - Chair,  
Duet Stack,  
Black/Chrome,  
23"L 18.5"D 16"H



305231 - Chair,  
Fusion, Clear/  
White, 19"L 21"D  
32"H



305230 - Chair,  
Fusion, Green/  
White, 19"L 21"D  
32"H



305232 - Chair,  
Fusion, Red/  
White, 19"L 21"D  
32"H



305266 - Chair,  
Heathrow, Black  
Vinyl, 24"L 24"D  
28"H



305079 - Chair,  
Ice Transparent/  
Chrome, 17.25"L  
20"D 32"H



305034 - Chair,  
Iso Mesh Black,  
36"L 24"D 38"H



305111 - Chair,  
Jetson, 19"L  
18"D 31"H



305271 - Chair,  
La Brea Swivel,  
Charcoal Gray  
Fabric, 35"L 27"D  
40"D



305149 - Chair,  
Luxor, Guest,  
27"L 28"D 40"H



305270 - Chair,  
Madden Arm, Lt.  
Gray Vinyl, 27"L  
32"D 33"H



305263 - Chair,  
Naples, Black  
Vinyl, 36"L 30"D  
28"H



305108 - Chair,  
New York, 23"L  
32"D 33"H



305115 - Chair,  
Panton, White,  
20"L 34"D 33"H



305284 - Chair,  
Rustique Arm,  
Gunmetal, 20"L  
18"D 31"H



305272 - Chair,  
Swanson Swivel,  
White Vinyl, 28"L  
25"D 18"H



305069 - Chair,  
T-Vac  
Translucent, 25"L  
23"D 30"H



305269 - Chair,  
Tangiers, 34"L  
37"D 36"H



305250 - Chair,  
Wendy, Clear  
Acrylic, 15"L  
20"D 36"H

## Seating - Ottomans



305277 - Ottoman,  
Bench, Black Vinyl,  
60"L 20"D 18"H



305278 - Ottoman,  
Bench, White Vinyl,  
60"L 20"D 18"H



305085 - Ottoman,  
Cube, Black, 17"L  
17"D 18"H



305093 - Ottoman,  
Cube, White  
Leather, 17"L 17"D  
18"H



305086 - Ottoman,  
Half Round, Black,  
72"L 36"D 17"H



305087 - Ottoman,  
Half Round, White,  
72"L 36"D 17"H



305240 - Ottoman,  
Puzzle Bench,  
White, 48"L 24"D  
18"H



305092 - Ottoman,  
South Beach,  
Wedge, Platinum,  
25"L 31"D 18"H



305280 - Ottoman,  
Square Seat, Black,  
34"L 34"D 15"H



305279 - Ottoman,  
Square Seat, White,  
34"L 34"D 15"H



305246 - Ottoman,  
Vibe Cube, Blue,  
Vinyl, 18"L 18"D  
18"H



305242 - Ottoman,  
Vibe Cube,  
Champagne, Vinyl,  
18"L 18"D 18"H



305243 - Ottoman,  
Vibe Cube, Gold/  
Bronze, Vinyl, 18"L  
18"D 18"H



305241 - Ottoman,  
Vibe Cube, Green,  
Vinyl, 18"L 18"D  
18"H



305244 - Ottoman,  
Vibe Cube, Pink,  
Vinyl, 18"L 18"D  
18"H



305245 - Ottoman,  
Vibe Cube, Red,  
Vinyl, 18"L 18"D  
18"H



305247 - Ottoman,  
Vibe Cube, Yellow,  
Vinyl, 18"L 18"D  
18"H

## Seating - Office and Utility Seating



305150 - Chair,  
Altura, High Back,  
25"L 25"D 43"H Adj.



305151 - Chair,  
Altura, Med. Back,  
25"L 25"D 37"H Adj.



305305 - Chair,  
Executive, Pro,  
White, 27.5"L 27.5"D  
45.7"H



305114 - Chair, Flex  
with Wheels, 24"L  
22"D 31"H



305147 - Chair,  
Luxor, High Back,  
27"L 28"D 47"H Adj.



305148 - Chair,  
Luxor, Med. Back,  
27"L 28"D 41"H Adj.



305076 - Chair, Otto,  
Highback Black,  
23"L 21"D 43"H



305126 - Chair,  
Task, 25"L 26"D  
21"H



305043 - Stool,  
Drafting, 25"L 26"D  
34"H

## Seating - Barstools



305012 -  
Barstool,  
Banana, Black,  
21"L 22"D 30"H



305013 -  
Barstool,  
Banana, White,  
21"L 22"D 30"H



305010 -  
Barstool, Gin,  
Maple, 16"L 16"D  
29"H



305023 -  
Barstool, Ice,  
Transparent/  
Chrome, 16.75"L  
16"D 32"H



305011 -  
Barstool, Jetson,  
Black, 18"L 19"D  
29"H



305289 -  
Barstool, Lift,  
Chrome/Black  
Seat, 15" Round  
23-33.5"H



305292 -  
Barstool, Lift,  
Chrome/Gray  
Seat, 15" Round  
23-33.5"H





305291 - Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H



305290 - Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H



305009 - Barstool, Oslo, Blue, 17"L 20"D 30"H



305008 - Barstool, Oslo, White, 17"L 20"D 30"H



305288 - Barstool, Rustique, Gunmetal, 13"L 13"D 30"D



305206 - Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"-44"H



305207 - Barstool, Zooney Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red



Brushed Blue



Silver Textured

## Tables - Cafe



305162 - Table, Cafe, Blue/Black, 30" Round 29"H



305154 - Table, Cafe, Blue/Chrome, 30" Round 29"H



305164 - Table, Cafe, Graphite/Black, 30" Round 29"H



305167 - Table, Cafe, Graphite/Black, 36" Round 29"H



305156 - Table, Cafe, Graphite/Chrome, 30" Round 29"H



305159 - Table, Cafe, Graphite/Chrome, 36" Round 29"H



305165 - Table, Cafe, Maple/Black, 30" Round 29"H



305168 - Table, Cafe, Maple/Black, 36" Round 29"H



305157 - Table, Cafe, Maple/Chrome, 30" Round 29"H



305160 - Table, Cafe, Maple/Chrome, 36" Round 29"H



305161 - Table, Cafe, Red/Black, 30" Round 29"H



305153 - Table, Cafe, Red/Chrome, 30" Round 29"H



305282 - Table, Cafe, Silver Texture/Black Base, 30" Round 29"H



305299 - Table, Cafe, Silver Textured Grain/Tulip Chrome Base, 30" Round 29"H



305283 - Table, Cafe, White Laminate/Black Base, 36" Round 29"H



305301 - Table, Cafe, White Laminate/Tulip Chrome Base, 36" Round 29"H

## Tables - Bar



305131 - Table,  
Bar, Blue/Black,  
30" Round 42"H



305140 - Table,  
Bar, Blue/  
Chrome, 30"  
Round 42"H



305133 - Table,  
Bar, Graphite/  
Black, 30" Round  
42"H



305136 - Table,  
Bar, Graphite/  
Black, 36" Round  
42"H



305145 - Table,  
Bar, Graphite/  
Chrome, 36"  
Round 42"H



305134 - Table,  
Bar, Maple/Black,  
30" Round 42"H



305137 - Table,  
Bar, Maple/Black,  
36" Round 42"H



305143 - Table,  
Bar, Maple/  
Chrome, 30"  
Round 42"H



305146 - Table,  
Bar, Maple/  
Chrome, 36"  
Round 42"H



305130 - Table,  
Bar, Red/Black,  
30" Round 42"H



305139 - Table,  
Bar, Red/  
Chrome, 30"  
Round 42"H



305286 - Table,  
Bar, Silver  
Textured Grain/  
Black Base, 30"  
Round 42"H



305302 - Table,  
Bar, Silver  
Textured Grain/  
Tulip Chrome  
Base, 30" Round  
42"H



305287 - Table,  
Bar, White  
Laminate/Black  
Base, 36" Round  
42"H



305303 - Table,  
Bar, White  
Laminate/Tulip  
Chrome Base,  
30" Round 42"H

## Tables - Cocktail



305017 - Table, Cocktail, Geo,  
Black, 50"L 22"D 16"H



305014 - Table, Cocktail, Geo,  
Chrome, 50"L 22"D 16"H



305020 - Table, Cocktail,  
Inspiration, 42"L 28"D 18"H



305210 - Table, Cocktail, Oliver,  
47"L 27"D 19"H



305016 - Table, Cocktail,  
Silverado, 36" Round 17"H



305015 - Table, Cocktail, Soho,  
38"L 38"D 18.5"H



305025 - Table, Cocktail,  
Sydney Black, 48"L 26"D 18"H



305024 - Table, Cocktail,  
Sydney White, 48"L 26"D 18"H



## Tables - End Tables



305273 - Table, Aura, White Metal, 15" Round 22"H



305274 - Table, E, Wood, 21"L 15.5"D 27.5"H



305047 - Table, End, Geo, Black, 26"L 26"D 20"H



305044 - Table, End, Geo, Chrome, 26"L 26"D 20"H



305049 - Table, End, Inspiration, 24"L 28"D 22"H



305211 - Table, End, Oliver, 22" Round 22"H



305046 - Table, End, Silverado, 24" Round 22"H



305045 - Table, End, Soho, 26"L 26"D 27"H



305050 - Table, End, Sydney, Black, 27"L 23"D 22"H



305048 - Table, End, Sydney, White, 27"L 23"D 22"H



305276 - Table, Mosaic, Set of 3



305275 - Table, Timber, Wood, 16" Round 17"H

## Conference Tables



305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H



305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H



305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite, 42" Round 29"H



305028 - Table, Conf., Graphite, 72"L 36"D 29"H



305029 - Table, Conf., Graphite,  
96\"/>



305171 - Table, Conf., Gray, 72\"/>



305172 - Table, Conf., Gray, 96\"/>



305033 - Table, Conf., Mahogany,  
120\"/>



305030 - Table, Conf., Mahogany,  
42\"/>



305031 - Table, Conf., Mahogany,  
72\"/>



305032 - Table, Conf., Mahogany,  
96\"/>



305177 - Table, Conf., Manhattan,  
42\"/>



305293 - Table, Conf., Merlin,  
Gray Laminate/Black, 46\"/>



305281 - Table, Conf., White  
Laminate, 42\"/>



305208 - Table, Nova, Oval,  
White/Silver Legs, 71\"/>

## Tables - Martini Bar



305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H



305003 - Table, Bar, Martini, 50"L 50"D 47"H

## Product Display



305002 - Bookcase, Graphite, 36"L 13"D 71"H



305001 - Bookcase, Mahogany, 36"L 13"D 71"H



305053 - Etagere, Black, 30"L 16"D 70"H



305052 - Etagere, Pewter, 30"L 16"D 70"H



305215 - Pedestal, Black Plastic, 24"L 24"D 36"H



305216 - Pedestal, Black Plastic, 24"L 24"D 42"H



305103 - Pedestal, Locking Door, Black, 24"L 24"D 42"H



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 30"H



305295 - Pedestal, Powered Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered Locking, White, 24"L 24"D 30"H



305296 - Pedestal, Powered Locking, White, 24"L 24"D 42"H

## Office and Utility Furniture

---



305040 - Credenza, Graphite,  
72"L 24"D 29"H



305039 - Credenza, Mahogany,  
72"L 24"D 29"H



305057 - Desk, Executive,  
Graphite, 60"L 30"D 29"H



305056 - Desk, Executive,  
Mahogany, 60"L 30"D 29"H



305294 - Desk, Writing/Work  
Table, White Laminate/White,  
48"L 24"D 30"H



305059 - File, Lateral, Graphite,  
36"L 20"D 29"H



305058 - File, Lateral,  
Mahogany, 36"L 20"D 29"H

## Lamps

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305204 - Lamp, Floor,  
Mason, Silver, 18" Round  
55"H



305205 - Lamp, Table,  
Mason, Silver, 16" Round  
26"H



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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Discount Deadline Date:**

September 21, 2015

### Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Seating - Sofas and Loveseats</b>				<b>Seating - Ottomans</b>			
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 613.00	\$ 920.00	305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	\$ 153.00	\$ 230.00
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	\$ 506.00	\$ 759.00	305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	\$ 153.00	\$ 230.00
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	\$ 1,440.00	\$ 2,160.00	<b>Seating - Office and Utility Seating</b>			
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,760.00	\$ 2,640.00	305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 450.00	\$ 675.00
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	\$ 852.00	\$ 1,280.00	305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 432.00	\$ 648.00
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	\$ 589.00	\$ 884.00	305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	\$ 297.00	\$ 446.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 687.00	\$ 1,030.00	305114	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 201.00	\$ 302.00
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	\$ 1,060.00	\$ 1,590.00	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 508.00	\$ 762.00
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	\$ 635.00	\$ 953.00	305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 461.00	\$ 692.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	\$ 1,080.00	\$ 1,620.00	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 551.00	\$ 827.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 804.00	\$ 1,210.00	305126	Chair, Task, 25"L 26"D 21"H	\$ 183.00	\$ 275.00
305268	Sofa, Tangiers, 78"L 37"D 36"H	\$ 544.00	\$ 816.00	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 266.00	\$ 399.00
<b>Seating - Club Chairs</b>				<b>Seating - Barstools</b>			
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	\$ 674.00	\$ 1,010.00	305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 198.00	\$ 297.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	\$ 980.00	\$ 1,470.00	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 198.00	\$ 297.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 1,020.00	\$ 1,530.00	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 256.00	\$ 384.00
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	\$ 653.00	\$ 980.00	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32	\$ 259.00	\$ 389.00
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	\$ 673.00	\$ 1,010.00	305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 331.00	\$ 497.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 474.00	\$ 711.00	305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.	\$ 123.00	\$ 185.00
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	\$ 410.00	\$ 615.00	305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5	\$ 123.00	\$ 185.00
<b>Seating - Chairs</b>				305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5	\$ 123.00	\$ 185.00
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 372.00	\$ 558.00	305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33	\$ 123.00	\$ 185.00
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 146.00	\$ 219.00	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 364.00	\$ 546.00
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 146.00	\$ 219.00	305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 364.00	\$ 546.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 185.00	\$ 278.00	305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	\$ 158.00	\$ 237.00
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D	\$ 128.00	\$ 192.00	305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 1	\$ 485.00	\$ 728.00
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	\$ 86.00	\$ 129.00	305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx1	\$ 442.00	\$ 663.00
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	\$ 185.00	\$ 278.00	<b>Tables - Cafe</b>			
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	\$ 185.00	\$ 278.00	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 279.00	\$ 419.00
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	\$ 185.00	\$ 278.00	305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 372.00	\$ 558.00
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	\$ 328.00	\$ 492.00	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 279.00	\$ 419.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 259.00	\$ 389.00	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 327.00	\$ 491.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 389.00	\$ 584.00	305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 372.00	\$ 558.00
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 247.00	\$ 371.00	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 442.00	\$ 663.00
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 2	\$ 433.00	\$ 650.00	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 279.00	\$ 419.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 410.00	\$ 615.00	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 327.00	\$ 491.00
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	\$ 446.00	\$ 669.00	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 372.00	\$ 558.00
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	\$ 423.00	\$ 635.00	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 442.00	\$ 663.00
305108	Chair, New York, 23"L 32"D 33"H	\$ 253.00	\$ 380.00	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 279.00	\$ 419.00
305115	Chair, Pantan, White, 20"L 34"D 33"H	\$ 269.00	\$ 404.00	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 372.00	\$ 558.00
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	\$ 179.00	\$ 269.00	305282	Table, Cafe, Silver Texture/Black Base, 30" Round 2	\$ 196.00	\$ 294.00
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	\$ 275.00	\$ 413.00	305299	Table, Cafe, Silver Textured Grain/Tulip Chrome Ba	\$ 247.00	\$ 371.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 380.00	\$ 570.00	305283	Table, Cafe, White Laminate/Black Base, 36" Round	\$ 177.00	\$ 266.00
305269	Chair, Tangiers, 34"L 37"D 36"H	\$ 381.00	\$ 572.00	305301	Table, Cafe, White Laminate/Tulip Chrome Base, 36	\$ 242.00	\$ 363.00
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	\$ 128.00	\$ 192.00	<b>Tables - Bar</b>			
<b>Seating - Ottomans</b>				305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 293.00	\$ 440.00
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	\$ 369.00	\$ 554.00	305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 379.00	\$ 569.00
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	\$ 369.00	\$ 554.00	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 293.00	\$ 440.00
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 134.00	\$ 201.00	305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 359.00	\$ 539.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 126.00	\$ 189.00	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 448.00	\$ 672.00
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 513.00	\$ 770.00	305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 293.00	\$ 440.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 513.00	\$ 770.00	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 359.00	\$ 539.00
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	\$ 419.00	\$ 629.00	305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 379.00	\$ 569.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 308.00	\$ 462.00	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 448.00	\$ 672.00
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	\$ 111.00	\$ 167.00	305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 293.00	\$ 440.00
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	\$ 111.00	\$ 167.00	305139	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 379.00	\$ 569.00
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	\$ 153.00	\$ 230.00	305286	Table, Bar, Silver Textured Grain/Black Base, 30" R	\$ 214.00	\$ 321.00
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D	\$ 153.00	\$ 230.00	305302	Table, Bar, Silver Textured Grain/Tulip Chrome Bas	\$ 263.00	\$ 395.00
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D	\$ 153.00	\$ 230.00	305287	Table, Bar, White Laminate/Black Base, 36" Round	\$ 201.00	\$ 302.00
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	\$ 153.00	\$ 230.00	305303	Table, Bar, White Laminate/Tulip Chrome Base, 30"	\$ 253.00	\$ 380.00
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	\$ 153.00	\$ 230.00				

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Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Discount Deadline Date:**

September 21, 2015

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

#### Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Tables - Cocktail</b>				<b>Tables - Conference</b>			
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	\$ 297.00	\$ 446.00	305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"	\$ 357.00	\$ 536.00
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	\$ 306.00	\$ 459.00	305281	Table, Conf., White Laminate, 42" Round 29"H	\$ 289.00	\$ 434.00
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 401.00	\$ 602.00	305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 2	\$ 710.00	\$ 1,070.00
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	\$ 302.00	\$ 453.00	<b>Tables - Martini Bar</b>			
305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 351.00	\$ 527.00	305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	\$ 3,920.00	\$ 5,880.00
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 461.00	\$ 692.00	305003	Table, Bar, Martini, 50"L 50"D 47"H	\$ 1,480.00	\$ 2,220.00
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 399.00	\$ 599.00	<b>Product Display</b>			
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 399.00	\$ 599.00	305002	Bookcase, Graphite, 36"L 13"D 71"H	\$ 415.00	\$ 623.00
<b>Tables - End Tables</b>				305001	Bookcase, Mahogany, 36"L 13"D 71"H	\$ 415.00	\$ 623.00
305273	Table, Aura, White Metal, 15" Round 22"H	\$ 144.00	\$ 216.00	305053	Etagere, Black, 30"L 16"D 70"H	\$ 393.00	\$ 590.00
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	\$ 138.00	\$ 207.00	305052	Etagere, Pewter, 30"L 16"D 70"H	\$ 393.00	\$ 590.00
305047	Table, End, Geo, Black, 26"L 26"D 20"H	\$ 266.00	\$ 399.00	305215	Pedestal, Black Plastic, 24"L 24"D 36"H	\$ 497.00	\$ 746.00
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	\$ 276.00	\$ 414.00	305216	Pedestal, Black Plastic, 24"L 24"D 42"H	\$ 584.00	\$ 876.00
305049	Table, End, Inspiration, 24"L 28"D 22"H	\$ 378.00	\$ 567.00	305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	\$ 581.00	\$ 872.00
305211	Table, End, Oliver, 22" Round 22"H	\$ 266.00	\$ 399.00	305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	\$ 471.00	\$ 707.00
305046	Table, End, Silverado, 24" Round 22"H	\$ 332.00	\$ 498.00	305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	\$ 564.00	\$ 846.00
305045	Table, End, Soho, 26"L 26"D 27"H	\$ 401.00	\$ 602.00	305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	\$ 471.00	\$ 707.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	\$ 294.00	\$ 441.00	305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	\$ 564.00	\$ 846.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	\$ 294.00	\$ 441.00	<b>Office and Utility Furniture</b>			
305276	Table, Mosaic, Set of 3	\$ 268.00	\$ 402.00	305040	Credenza, Graphite, 72"L 24"D 29"H	\$ 584.00	\$ 876.00
305275	Table, Timber, Wood, 16" Round 17"H	\$ 169.00	\$ 254.00	305039	Credenza, Mahogany, 72"L 24"D 29"H	\$ 683.00	\$ 1,020.00
<b>Tables - Conference</b>				305057	Desk, Executive, Graphite, 60"L 30"D 29"H	\$ 574.00	\$ 861.00
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	\$ 336.00	\$ 504.00	305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	\$ 633.00	\$ 950.00
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	\$ 543.00	\$ 815.00	305294	Desk, Writing/Work Table, White Laminate/White, 48	\$ 336.00	\$ 504.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	\$ 357.00	\$ 536.00	305059	File, Lateral, Graphite, 36"L 20"D 29"H	\$ 492.00	\$ 738.00
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	\$ 543.00	\$ 815.00	305058	File, Lateral, Mahogany, 36"L 20"D 29"H	\$ 529.00	\$ 794.00
305027	Table, Conf., Graphite, 42" Round 29"H	\$ 448.00	\$ 672.00	<b>Lamps</b>			
305028	Table, Conf., Graphite, 72"L 36"D 29"H	\$ 604.00	\$ 906.00	305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	\$ 360.00	\$ 540.00
305029	Table, Conf., Graphite, 96"L 36"D 29"H	\$ 743.00	\$ 1,110.00	305205	Lamp, Table, Mason, Silver, 16" Round 26"H	\$ 268.00	\$ 402.00
305171	Table, Conf., Gray, 72"L 36"D 29"H	\$ 604.00	\$ 906.00				
305172	Table, Conf., Gray, 96"L 36"D 29"H	\$ 743.00	\$ 1,110.00				
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	\$ 791.00	\$ 1,190.00				
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	\$ 447.00	\$ 671.00				
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	\$ 529.00	\$ 794.00				
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	\$ 650.00	\$ 975.00				
305177	Table, Conf., Manhattan, 42" Round 29"H	\$ 407.00	\$ 611.00				

#### Place Order Here

ITEM#	DESCRIPTION	PRICE	X	QTY	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	9% TAX	=	GRAND TOTAL

Prices include delivery, installation, rental, and removal.

**Orders received after the discount deadline date are subject to availability and/or substitutions.**

**Cancellation Policy:** Items cancelled will be charged 100% of original price after move-in begins.

**Payment Enclosed**

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

**Authorized Signature - Please Sign:** X

AUTHORIZED NAME - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

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September 21, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
404200	GEM #3 10' x 10' Package <i>Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard 13oz Carpet, (3) Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.</i>	\$ 5,194.50	\$ 7,793.75	404104	Bar Package <i>Includes: (2) White Oslo Barstools, (1) Martini Bar.</i>	\$ 2,208.00	\$ 3,312.00
404201	GEM #4 10' x 20' Package <i>Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.</i>	10,068.5	\$ 15,103.75	404101	Barcelona Club Package <i>Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.</i>	\$ 2,338.00	\$ 3,507.00
404001	Chair Package A <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.</i>	\$ 605.50	\$ 908.75	404103	Deluxe Chair Package <i>Includes: (2) New York Chairs, (1) Cafe Table 36"x29".</i>	\$ 948.00	\$ 1,423.00
404023	Display Case Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"x40", (1) 6' Half View Display Case.</i>	\$ 1,396.00	\$ 2,097.00	404105	Premium Pedestal Package <i>Includes: (2) Black Banana Barstools, (1) Locking Pedestal.</i>	\$ 977.00	\$ 1,466.00
404024	Display Case Package B <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) 6' Half View Display Case.</i>	\$ 1,378.00	\$ 2,069.00	404108	South Beach Club Collection <i>Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).</i>	\$ 2,273.00	\$ 3,410.00
404011	Stool Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.</i>	\$ 623.50	\$ 936.75	<i>Prices include delivery, installation, rental, and removal. Cancellation Policy: Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.</i>			
404002	Chair Package B <i>Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"x30", (1) Wastebasket.</i>	\$ 529.50	\$ 794.75				
404012	Stool Package B <i>Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"x42", (1) Wastebasket.</i>	\$ 594.50	\$ 892.75				

**Please Indicate Choice**
**13 oz. Standard Carpet Colors** (404200, 404201 ONLY).

Gray will be provided if no color is indicated below:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Black (41)    | <input type="checkbox"/> Blue (42)          | <input type="checkbox"/> Blue Jay (56) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Emerald Green (44) | <input type="checkbox"/> Gray (40)     |
| <input type="checkbox"/> Pepper (52)   | <input type="checkbox"/> Red (49)           |  |

**Table Skirt Color** (404002, 404012 ONLY).

Gray will be provided if no color is indicated below:

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Beige (54)    | <input type="checkbox"/> Black (41)        | <input type="checkbox"/> Blue (42)   |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46)   |
| <input type="checkbox"/> Gray (40)     | <input type="checkbox"/> Mauve (47)        | <input type="checkbox"/> Purple (48) |
| <input type="checkbox"/> Red (49)      | <input type="checkbox"/> Teal (55)         | <input type="checkbox"/> White (50)  |

**Panel Type and Color** (404200, 404201 ONLY).

Gray Fabric Panel will be provided if no color is indicated below:

- |   |   |
|---|---|
| <input type="checkbox"/> Coated: Black (C41)      | <input type="checkbox"/> Coated: Oxford White (C50) |
| <input type="checkbox"/> Coated: Prism Blue (C42) | <input type="checkbox"/> Coated: Silver Gray (C79)  |
| <input type="checkbox"/> Fabric: Black (F41)      | <input type="checkbox"/> Fabric: Blue (F42)         |
| <input type="checkbox"/> Fabric: Gray (F40)       |   |

**Trim Metal Color** (404200, 404201 ONLY).

Silver will be provided if no color is indicated below:

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Black (41) | <input type="checkbox"/> Silver (79) |
|-------------------------------------|--------------------------------------|

**Place Order Here**

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
<b>C.</b>	Subtotal		A + B = C	\$
<b>D.</b>	Rental Tax: 9%		C x 9 % = D	\$
<b>E.</b>	Payment Enclosed		C + D = E	\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				
<b>Authorized Signature - Please Sign:</b> X				
<small>AUTHORIZED NAME - PLEASE PRINT</small>				<small>DATE</small>

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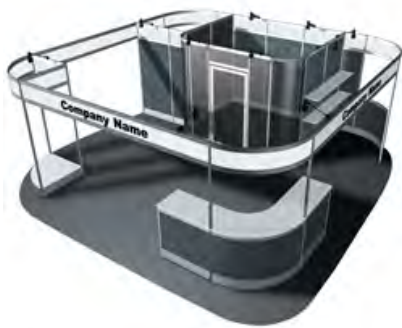
Order Directly Online:

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With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicenter® representative at [www.ges.com/chat](http://www.ges.com/chat).

## 20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

## 10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 116-7/8" x 12" digitally printed sign
- one 57-13/16" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

## 10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

## 6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

## Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



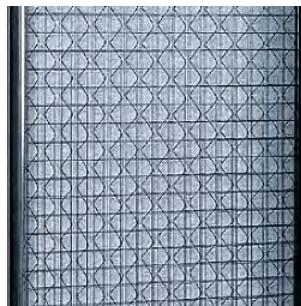
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

## Trim and Panel Choices

### Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Prism Blue (C42)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Blue (F42)



Fabric: Gray (F40)

### Trim Color



Black (41)

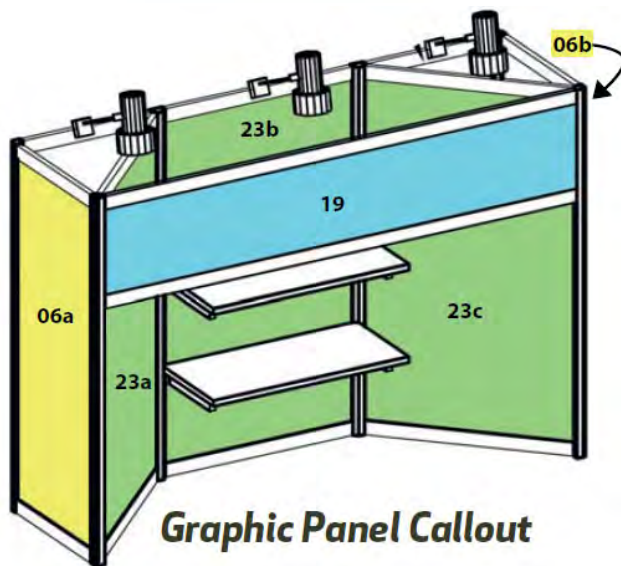


Silver (79)

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.



## Exhibit #1, 6' Tabletop (600001)



**23** 608323 26 9/16" wide x 45" tall  
Discount Price - \$161.00 /Regular Price - \$242.00  
Produced on 3/16" Thick White Foamcore

**06** 608306 18 7/16" wide x 45" tall  
Discount Price - \$66.75 /Regular Price - \$100.00  
Produced on 3/16" Thick White Foamcore

**19** 608319 65 15/16" wide x 12" tall  
Discount Price - \$107.00 /Regular Price - \$161.00  
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to [gesgraphics@ges.com](mailto:gesgraphics@ges.com) (no login is required).

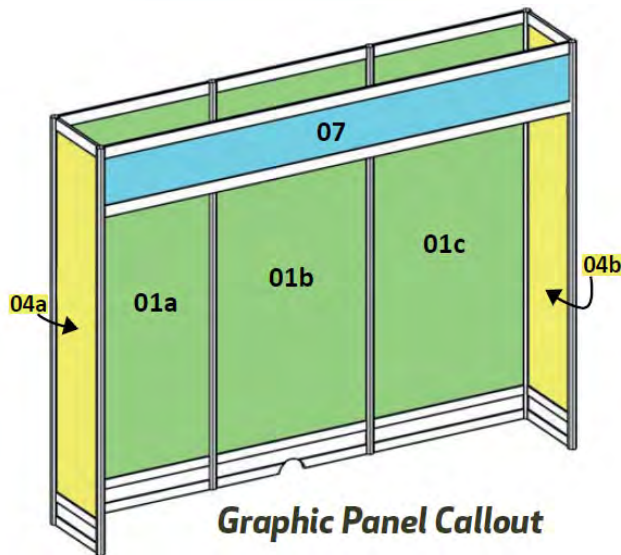
Just enter your email address in the "Your Email Address:" field, enter [gesgraphics@ges.com](mailto:gesgraphics@ges.com) address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/071600590/exhibit1/esm>



**Booth Rendering**

## Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$441.00 /Regular Price - \$662.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$222.00 /Regular Price - \$333.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$189.00 /Regular Price - \$284.00  
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to [gesgraphics@ges.com](mailto:gesgraphics@ges.com) (no login is required).

Just enter your email address in the "Your Email Address:" field, enter [gesgraphics@ges.com](mailto:gesgraphics@ges.com) address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/071600590/exhibit2/esm>

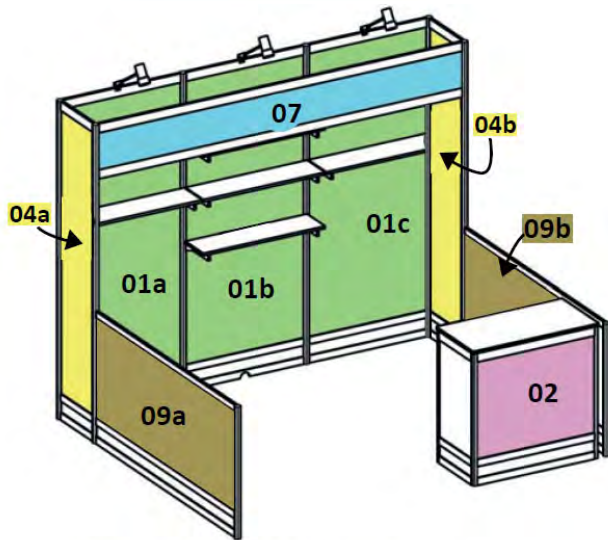


## Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.



## Exhibit #3, 10 x 10 (600003)



**Graphic Panel Callout**

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$441.00 /Regular Price - \$662.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$222.00 /Regular Price - \$333.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$189.00 /Regular Price - \$284.00  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$155.00 /Regular Price - \$233.00  
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$315.00 /Regular Price - \$473.00  
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to [gesgraphics@ges.com](mailto:gesgraphics@ges.com) (no login is required).

Just enter your email address in the "Your Email Address:" field, enter [gesgraphics@ges.com](mailto:gesgraphics@ges.com) address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

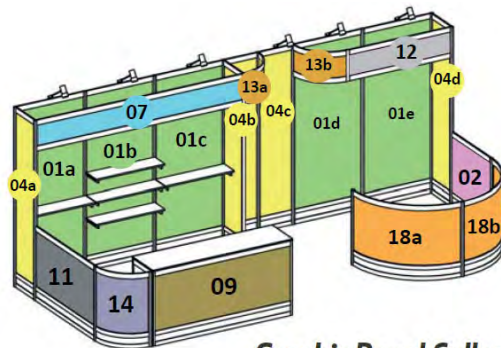
Link: <https://e.ges.com/071600590/exhibit3/esm>



**Booth Rendering**



## Exhibit #4, 10 x 20 (600004)



**Graphic Panel Callout**

- 12** 608312 57 7/8" wide x 12" tall  
Discount Price - \$96.75 /Regular Price - \$145.00  
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$48.50 /Regular Price - \$72.75  
Produced on 1/8" Thick White Komatex
- 18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$247.00 /Regular Price - \$371.00  
Produced on 1/8" Thick White Komatex
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$315.00 /Regular Price - \$473.00  
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$121.00 /Regular Price - \$182.00  
Produced on 1/8" Thick White Komatex

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to [gesgraphics@ges.com](mailto:gesgraphics@ges.com) (no login is required).

Just enter your email address in the "Your Email Address:" field, enter [gesgraphics@ges.com](mailto:gesgraphics@ges.com) address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/071600590/exhibit4/esm>

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$441.00 /Regular Price - \$662.00  
Produced on 3/16" Thick White Foamcore

- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$222.00 /Regular Price - \$333.00  
Produced on 3/16" Thick White Foamcore

- 11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$93.00 /Regular Price - \$140.00  
Produced on 3/16" Thick White Foamcore

- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$155.00 /Regular Price - \$233.00  
Produced on 3/16" Thick White Foamcore

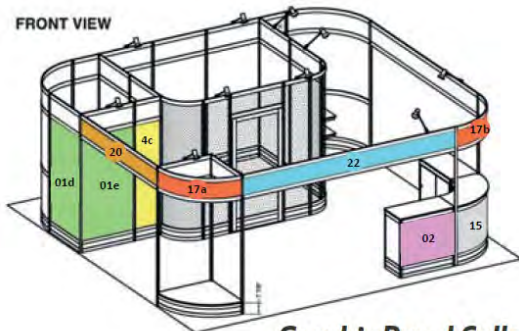
- 07** 608307 117" wide x 12" tall  
Discount Price - \$189.00 /Regular Price - \$284.00  
Produced on 3/16" Thick White Foamcore



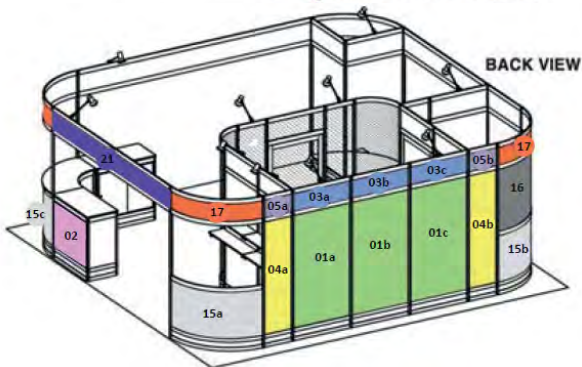
**Booth Rendering**

## Exhibit #5, 20 x 20 (600005)

FRONT VIEW



**Graphic Panel Callout**



BACK VIEW

- 21** 608321 136 9/16" wide x 12" tall  
Discount Price - \$145.00 /Regular Price - \$218.00  
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall  
Discount Price - \$156.00 /Regular Price - \$234.00  
Produced on 3/16" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall  
Discount Price - \$180.00 /Regular Price - \$270.00  
Produced on 1/8" Thick White Komatex
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$155.00 /Regular Price - \$233.00  
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall  
Discount Price - \$61.75 /Regular Price - \$92.75  
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall  
Discount Price - \$48.50 /Regular Price - \$72.75  
Produced on 3/16" Thick White Foamcore

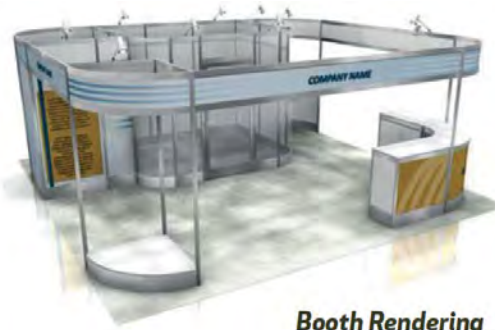
- 01** 608301 38 1/8" wide x 72 3/8" tall  
Discount Price - \$441.00 /Regular Price - \$662.00  
Produced on 3/16" Thick White Foamcore

- 04** 608304 18 7/16" wide x 72 3/8" tall  
Discount Price - \$222.00 /Regular Price - \$333.00  
Produced on 3/16" Thick White Foamcore

- 16** 608316 60 11/16" wide x 40 1/4" tall  
Discount Price - \$295.00 /Regular Price - \$443.00  
Produced on 1/8" Thick White Komatex

- 15** 608315 60 11/16" wide x 30 1/4" tall  
Discount Price - \$247.00 /Regular Price - \$371.00  
Produced on 1/8" Thick White Komatex

- 22** 608322 156 1/4" wide x 12" tall  
Discount Price - \$250.00 /Regular Price - \$375.00  
Produced on 3/16" Thick White Foamcore



**Booth Rendering**

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

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Just enter your email address in the "Your Email Address:" field, enter [gesgraphics@ges.com](mailto:gesgraphics@ges.com) address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/071600590/exhibit5/esm>

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**Discount Deadline Date:**

September 21, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>20x20 Exhibits</b>				<b>Accessories</b>			
600005	Exhibit System GEM #5, 20'x20' Island	\$ 14,490.00	\$ 21,740.00	600243	Exhibit, Shelf, 1M x 10" Deep	\$ 89.25	\$ 134.00
<b>10x20 Exhibits</b>				600262	Tackboard, Gem, 4' X 8'	\$ 767.00	\$ 1,150.00
600004	Exhibit System GEM #4, 10'x20' Inline	\$ 9,740.00	\$ 14,610.00	<b>Cancellation Policy:</b> Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
<b>10x10 Exhibits</b>							
600002	Exhibit System GEM #2, 10'x10' Inline	\$ 2,340.00	\$ 3,510.00				
600003	Exhibit System GEM #3, 10'x10' Inline	\$ 4,420.00	\$ 6,630.00				
<b>6ft Table Display</b>							
600001	Exhibit System GEM #1, 6' Tabletop Display	\$ 2,240.00	\$ 3,360.00				
<b>Accessories</b>							
600410	Exhibit, Ad Board, 1M x 8'	\$ 767.00	\$ 1,150.00				
600110	Exhibit, Armlight Black	\$ 113.00	\$ 170.00				
600103	Exhibit, Counter, 1M Curved	\$ 1,060.00	\$ 1,590.00				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 536.00	\$ 804.00				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 732.00	\$ 1,100.00				
600221	Exhibit, Light Box, Large 37"x85"	\$ 974.00	\$ 1,460.00				
600222	Exhibit, Light Box, Medium 37"x56"	\$ 768.00	\$ 1,150.00				
600223	Exhibit, Light Box, Small 37"x28"	\$ 476.00	\$ 714.00				
661931	Exhibit, Panel, Slatwall, 1M x 8'	\$ 670.00	\$ 1,010.00				
600291	Exhibit, Panel, Wirewall, 1M	\$ 654.00	\$ 981.00				

**Please Indicate Choices**
**Place Order Here**
**13 oz. Standard Carpet Colors** (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Gray will be provided if no color is indicated below:

- ☐ Black (41)
☐ Burgundy (43)
☐ Pepper (52)
- ☐ Blue (42)
☐ Emerald Green (44)
☐ Red (49)
- ☐ Blue Jay (56)

**Table Skirt Color** (600001 ONLY).

Gray will be provided if no color is indicated below:

- ☐ Beige (54)
☐ Burgundy (43)
☐ Gray (40)
☐ Red (49)
- ☐ Black (41)
☐ Forest Green (45)
☐ Mauve (47)
☐ Teal (55)
- ☐ Blue (42)
☐ Gold (46)
☐ Purple (48)
☐ White (50)

**Panel Type and Color** (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Gray Fabric Panel will be provided if no color is indicated below:

- ☐ Coated: Black (C41)
☐ Coated: Oxford White (C50)
- ☐ Coated: Prism Blue (C42)
☐ Coated: Silver Gray (C79)
- ☐ Fabric: Black (F41)
☐ Fabric: Blue (F42)
- ☐ Fabric: Gray (F40)


**Trim Metal Color** (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Silver will be provided if no color is indicated below:

- ☐
- Black (41)
- ☐
- Silver (79)

**Electrical or Utilities Under Carpet?**

- ☐
- Yes
- ☐
- No

 The leaf symbol indicates recyclable or eco-friendly materials per manufacturer's specifications.

**Cancellation Policy:** Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>  
For Custom Exhibits, please send a request to email [gesed@ges.com](mailto:gesed@ges.com)

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9%		C x 9% = D	\$
E.	Payment Enclosed		C + D = E	\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				
<b>Authorized Signature - Please Sign:</b>				X
			AUTHORIZED NAME - PLEASE PRINT	DATE

**CUSTOM ID SIGN**

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**STANDARD ID SIGN COPY**
**Signs will be black text on white background.**

If Custom ID is not required, please indicate ID copy. Print or type.

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October 11 - 12, 2015

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To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression

### AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and require additional hourly charges. Artwork should be created at actual size, however for larger files, such as banner artwork, files can be scaled down to accommodate the limits of the software. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files as defined herein.



AI / EPS  
(vector)



GIF  
(raster)

**Vectors**  
Editable Text

**Vectors**  
Outlined Text

### Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. See visual.

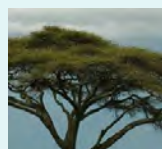
Artwork produced in vinyl, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not suitable because the vinyl plotter cannot interpret raster images. See visual.



Low resolution  
(72 dpi)



High resolution  
(300 dpi)



### Bitmap/Raster Artwork

**TIF and PSD** - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

**JPEG** - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

**PDF** - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



### Color Set Up

If your artwork uses Pantone colors, please supply a Pantone color reference. Some colors are more likely to be achieved than others, but due to printer limitations Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print-outs can be used as a reference for color matching.

### Fonts

Outline all fonts before sending the files. If you are using a program where this is not an option, include all fonts with your files. Open Type Fonts (OTF) are preferred.

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/071600590/signs>

## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

### Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
  - a. Import the Illustrator type into Photoshop
  - b. Add effects to the type
  - c. Separate the effects onto a layer
  - d. Delete the type layer
  - e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

### File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

*The resulting megabyte size is the approximate amount of digital information we need for best quality output.*

### Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res files version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

### Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

### Fonts

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts). are preferred.

### Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

### Remember!

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

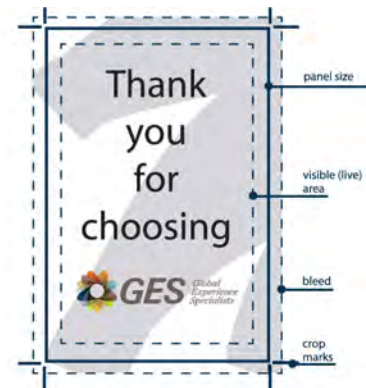


figure a.

### Need Assistance?

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Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Discount Deadline Date:**

September 21, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/071600590/signs>

### Price List

## Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	<b>267.00</b>	401.00		\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	<b>206.00</b>	309.00		\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	<b>217.00</b>	326.00		\$
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	<b>394.00</b>	591.00		\$
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	<b>243.00</b>	365.00		\$
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	<b>515.00</b>	773.00		\$
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	<b>363.00</b>	545.00		\$
601099	Printed Cardboard Base for Freestanding Boards	<b>23.70</b>	35.50		\$

<b>Please Indicate Choice</b>  <b>I have NOT sent my print ready file(s) to GES</b> Please let us know when you expect to submit your artwork: <input type="checkbox"/> I need assistance submitting my file(s), please contact me <input type="checkbox"/> I will be submitting my file by (date) _____ <input type="checkbox"/> I need GES to set my copy Copy placement only - indicate copy in the area below  <b>I have already sent my print ready file(s) to GES</b> Check the submission type used below: <input type="checkbox"/> I sent them to the gesgraphics@ges.com mailbox <input type="checkbox"/> I sent a disc via USPS, FedEx, UPS or other <input type="checkbox"/> I sent them directly to a GES employee (insert name below) _____	<table border="1" style="width:100%"> <tr> <td style="width:5%; text-align: center;"><b>A.</b></td> <td style="width:75%;">Total All items Ordered</td> <td style="width:20%; text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;"><b>B.</b></td> <td>Petroleum Surcharge Assessment: 3% <span style="float: right;">A x 3% = B</span></td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;"><b>C.</b></td> <td>Subtotal <span style="float: right;">A + B = C</span></td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;"><b>D.</b></td> <td>Sales Tax: 10.25% <span style="float: right;">C x 10.25% = D</span></td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;"><b>E.</b></td> <td>Payment Enclosed <span style="float: right;">C + D = E</span></td> <td style="text-align: right;">\$</td> </tr> </table> <div style="background-color: black; color: white; padding: 5px; text-align: center;"> <b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b> </div> <div style="border: 1px solid black; padding: 5px;"> <b>Authorized Signature - Please Sign:</b>    X </div> <table border="1" style="width:100%"> <tr> <td style="width:80%">AUTHORIZED NAME - PLEASE PRINT</td> <td style="width:20%">DATE</td> </tr> </table>	<b>A.</b>	Total All items Ordered	\$	<b>B.</b>	Petroleum Surcharge Assessment: 3% <span style="float: right;">A x 3% = B</span>	\$	<b>C.</b>	Subtotal <span style="float: right;">A + B = C</span>	\$	<b>D.</b>	Sales Tax: 10.25% <span style="float: right;">C x 10.25% = D</span>	\$	<b>E.</b>	Payment Enclosed <span style="float: right;">C + D = E</span>	\$	AUTHORIZED NAME - PLEASE PRINT	DATE
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Order Directly Online:

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## 38" Ad Board



600527 Freestanding 38"W x 84"H Vertical Ad Board w/  
Cardboard Base, Single Sided (includes cardboard  
base, graphic & delivery)

600529 Freestanding 38"W x 84"H Vertical Ad Board w/  
Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 24" Ad Board



600526 Freestanding 24"W x 84"H Vertical Ad Board w/  
Cardboard Base, Single Sided (includes cardboard  
base, graphic & delivery)

600528 Freestanding 24"W x 84"H Vertical Ad Board w/  
Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double  
Sided

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/  
Silver Grommets, Single Sided

*Banner is available horizontal or vertical.  
Includes silver grommets.*

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**ACLI Annual Conference & Exhibitor Marketplace**

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Discount Deadline Date:**

September 21, 2015

Go to below link to view images and information:  
<http://ges.com/ecom/info/landD.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.**
**TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Exhibitors that are full-time employees of the exhibiting company may install and dismantle within a 100 sq. ft. or less booth space if one person can accomplish the task in 1/2 hour or less without the use of tools.
- Exhibitor may unpack and place merchandise.

**Important Information & Rates**

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in one (1) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 142.50	\$ 178.00	\$ 214.00
Install & Dismantle, OT Code: 705000	\$ 214.00	\$ 268.00	\$ 321.00
Install & Dismantle, DT Code: 705000	\$ 285.00	\$ 356.00	\$ 428.00

**Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.

**Overtime:** Monday through Friday from 4:30 PM to 6:30 PM. Saturday from 8:00 AM to 6:30 PM.

**Double Time:** All other times Monday through Saturday. All day Sunday & Holidays.

**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.

**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

**Show Site Rate:** Rate applies to orders placed at show site

**Please Indicate Service**
☐ **GES Supervised (OK to Proceed)**
**Please complete "Key Information" form (L-2)**

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

**LOCATION OF BOOTH/DIMENSION OF BOOTH:** Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

**GES is responsible for the following type of booth:**
☐ Pop-Up ☐ Two Story ☐ Custom

☐ Other: \_\_\_\_\_

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL	X	3% PSP	=	GRAND TOTAL
	AM PM	AM PM											\$
	AM PM	AM PM											\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.							A.	Total Labor Ordered				\$	
Authorized Signature - Please Sign:							B.	25% (\$50.00 min) GES Supervision				\$	
X							C.	Payment Enclosed				\$	

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

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<https://e.ges.com/071600590/labor/esm>

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**MANDATORY FORM\***

**ACLI Annual Conference & Exhibitor Marketplace**  
Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Discount Deadline Date:**  
September 21, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

## To Be Completed By Exhibitor When Order is Placed

### Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other \_\_\_\_\_  
Carrier (if known) \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Number of Crates \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_  
Number of Fiber Cases \_\_\_\_\_ Color \_\_\_\_\_ Pro Number \_\_\_\_\_  
Target Date \_\_\_\_\_ Loose Display \_\_\_\_\_ Crated Display \_\_\_\_\_  
Shipped To: (Check One) ☐ Warehouse

### Setup Information for GES Installation

<input type="checkbox"/> Setup Drawings/Instructions Attached <input type="checkbox"/> Setup Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Setup _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
---	---

### Did You Order ---

Electrical Outlets <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical Drawings <input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor Booth Cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No Furniture <input type="checkbox"/> Yes <input type="checkbox"/> No A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone/Internet <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Labor/Boothwork <input type="checkbox"/> Yes <input type="checkbox"/> No With the Exhibit <input type="checkbox"/> _____ Other Items _____ _____ _____	Electrical Under Carpet <input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____ _____
--	---	---

### Tear-down Information for GES Dismantle

<input type="checkbox"/> Tear-down Drawings/Instructions Attached <input type="checkbox"/> Tear-down Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Tear-down _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
---	---

### Outbound Freight Information

Outbound Freight Charges <input type="checkbox"/> PrePaid <input type="checkbox"/> Collect (for non-GES Logistics Shipments only) <input type="checkbox"/> Bill To _____ _____ <input type="checkbox"/> GES Storage _____	Consigned To _____ Address _____ City/State/Zip/Postal Code/Country _____ Second Consignee _____ Address _____ City/State/Zip/Postal Code/Country _____
---	--

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other \_\_\_\_\_  
Carrier (if known) \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No  
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

### Emergency Contact Information / Showsite Contact

Name \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Other Means of Contacting This Person \_\_\_\_\_  
Contact's Hotel \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
Purchasing Authorization ☐ Yes ☐ No

\*This Form must be returned to GES for your orders to be processed.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Vacuuming</b>			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	<b>\$ 0.71</b>	\$ 1.06
500600	Duration of Show (per sq. ft. per day)	<b>\$ 0.48</b>	\$ 0.72
500602	Per Day (per sq. ft. per day)	<b>\$ 0.69</b>	\$ 1.04
<b>Shampooing</b>			
501004	Cleaning, Carpet Shampoo Before Show Open	<b>\$ 0.80</b>	\$ 1.20
<b>Mopping and Waxing</b>			
501002	Cleaning, Damp Mop & Wax	<b>\$ 0.41</b>	\$ 0.62
<b>Porter service</b>			
<i>GES will empty wastebaskets &amp; wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 sq.ft., Per Day	<b>\$ 130.00</b>	\$ 195.00
501010	Porter Service, 501-1500 sq.ft., Per Day	<b>\$ 393.00</b>	\$ 590.00
501010	Porter Service, 1501-3000 sq.ft., Per Day	<b>\$ 475.00</b>	\$ 713.00
501010	Porter Service, 3001 sq.ft. & Up, Per Day	<b>\$ 554.00</b>	\$ 831.00

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

**Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth.**

**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.

**Please Indicate Service**
**Place Order Here**
**Calculate Total Square Footage**

Width \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

**Would you like us to call you and give you a quote for hourly porter service?**
☐ Yes ☐ No

**Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:**


To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicer®**. GES will be unable to adjust invoices after the close of the show.

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	TOTAL PRICE
500600	Vacuuming Duration			2	\$
500602	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	TOTAL PRICE
500601	Vacuuming Before Show Only			\$
501004	Shampooing Before Show Only			\$
501002	Mop/Wax Before Show Only			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	TOTAL PRICE
	Porter service			\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
<b>C.</b>	Payment Enclosed		A + B = C	\$

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

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October 11 - 12, 2015

### ELECTRICAL ORDER CHECKLIST:

- ☐ Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- ☐ Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- ☐ Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- ☐ If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Electrical Layout (Form E-4) for this purpose or provide your own floor plan.
- ☐ Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- ☐ You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
  - 15 amp 120 volt: Standard U-ground cord cap
  - 30 amp 208 volt 1Ø or 3Ø: Leviton 2811 or Hubbell 2811
  - 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P
  - 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH
- ☐ Avoid code violations. Check the electrical code requirements on this information sheet.
- ☐ To secure the discount rate, the following must be received by the discount deadline date:
  - Complete form of payment including credit card authorization (3rd party see G-3 form)
  - E-2 Electrical Rental Order Form
  - E-3 Electrical Labor Order Form with dates & times
  - E-4 Electrical Layout Form or customer supplied scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus points)
- ☐ Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

### ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

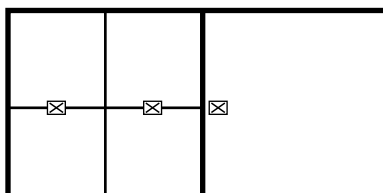
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

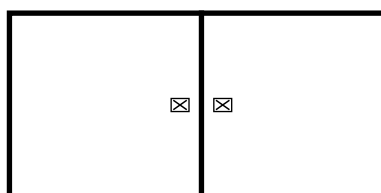
If you have any questions, please call us at 773.767.2237

### Where will my outlet be located?

There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:

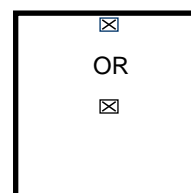


In-Line Booths



Peninsula Booths

Back-to-Back Peninsula Booths



Island/Pavilion Booths

One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

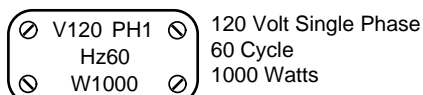
### In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:

Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

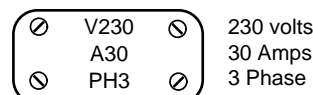
**Island or Pavilion Booths:** You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

### How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase  
60 Cycle  
1000 Watts



230 volts  
30 Amps  
3 Phase

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)

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Order Directly Online:

<https://e.ges.com/071600590/esm>

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Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

**Discount Deadline Date:**  
September 21, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

### Step 1. Order Outlets

ITEM#	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	24 HR DISCOUNT	24 HR REGULAR RATE	RATE	X QTY	= TOTAL
<b>120v Motor and Equipment Outlets</b>								
700003	015 Amp/1500 Watts, 1/4 HP 120V	\$ 183.00	\$ 275.00	\$ 366.00	\$ 550.00	\$		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	\$ 207.00	\$ 311.00	\$ 414.00	\$ 622.00	\$		\$

1P 208v Motor and Equipment Outlets									
700016	060 Amp, 5 HP 208V / 1Phase, PLEASE CALL MICHAEL GRESK FOR QUOTE 312.329.6938								
ITEM#	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	RATE	X	QTY	= TOTAL		
Accessories									
700130	Extension Cord, 14/3 120V, 15'	\$ 27.25	\$ 41.00	\$			\$		
700099	Plug Strip, 120 Volt	\$ 43.00	\$ 64.50	\$			\$		

<b>A.</b>	Total All items Ordered	\$
<b>B.</b>	Petroleum Surcharge Assessment: 3% <span style="float:right">A x 3% = B</span>	\$
<b>C.</b>	Subtotal <span style="float:right">A + B = C</span>	\$
<b>D.</b>	Rental Tax: 9% <span style="float:right">C x 9% = D</span>	\$
<b>E.</b>	Outlets Payment Enclosed <span style="float:right">C + D = E</span>	\$

### Labor Rates and Information

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled.
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.
- All rates are subject to change if necessitated by increased labor and material costs.

705060: Electrical Labor	Rate
Straight Time: Monday through Friday from 7:00 AM to 3:30 PM.	\$ 141.16
Overtime: All other times Monday through Friday. Saturday from 8:00 AM to 4:30 PM.	\$ 210.00
Double Time: All other times Saturday. All day Sunday & Holidays.	\$ 275.00

### Step 2. Order Labor

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL	X	3% PSP	=	GRAND TOTAL
	AM PM	AM PM											\$
	AM PM	AM PM											\$

Print and Fax this form to 866.329.1437 with Electrical Layout Form (E-3) and Payment & Credit Card Authorization Form (G-2)

Labor Payment Enclosed	\$
<b>Total Payment Enclosed</b>	<b>\$</b>

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:** X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Note: Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

### Need Assistance?

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Order Directly Online:  
<https://e.ges.com/071600590/esm>

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## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
 October 11 - 12, 2015

**Form Deadline Date:**  
 September 21, 2015

### MANDATORY FORM\*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		



### Main Drop Location

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

**BACK OF BOOTH** (indicate adjacent booth or aisle number: \_\_\_\_\_)


Indicate  
 Adjacent  
 Booth or  
 Aisle Number:  
 \_\_\_\_\_

Indicate  
 Adjacent  
 Booth or  
 Aisle Number:  
 \_\_\_\_\_

**FRONT OF BOOTH** (indicate adjacent booth or aisle number: \_\_\_\_\_)

**\*This form must be returned to GES for your Electrical orders to be processed.**





**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers

October 11 - 12, 2015

**Form Deadline Date:**

September 21, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

### Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name			
Exhibiting Company Address		City	State
			Zip
Phone	Fax	Exhibiting Company Contact Email Address	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 20px;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.	
Exhibiting Company Authorized Signature			
Exhibiting Company Authorized Name - Please Print		Date	

### Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization (G-2) and submit with this form if third party is not to be invoiced for all services.

<input type="checkbox"/> Booth Cleaning	<input type="checkbox"/> Electrical Outlets	<input type="checkbox"/> Electrical Labor	<input type="checkbox"/> Exhibit Systems	<input type="checkbox"/> GES Logistics	<input type="checkbox"/> I & D Labor
<input type="checkbox"/> Material Handling	<input type="checkbox"/> Rental Carpet	<input type="checkbox"/> Rental Furniture	<input type="checkbox"/> Signs	<input type="checkbox"/> Transportation	
<input type="checkbox"/> Other (Please Specify) _____					

### Step 3. Provide the Third Party contact information

Third Party Company Name			
Third Party Company Address		City	State
			Zip
Phone	Fax	Contact's Email Address	

### Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print			
Billing Address			
City		State	Zip
Card Number		Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>		<input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 20px;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	
Third Party Cardholder's Signature			
Third Party Cardholder's Name - Please Print		Date	

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

**Need Assistance?**

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Sheraton Chicago Hotel and Towers

October 11 - 12, 2015

**Form Deadline Date:**

September 21, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Return this form when a third party (any party other than Exhibiting Company) ("AGENT") should be billed for services.  
Please complete all steps below to avoid processing delays.

### Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name				
Exhibiting Company Address		City	State	Zip Country
Phone	Fax	Exhibiting Company Contact's Email Address		
Card Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express		
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 10px;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.		
Exhibiting Company Authorized Signature				
Exhibiting Company Authorized Name - Please Print		Date		

### Step 2. Check services below to invoice to the Third Party

- ☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below.
- |   |   |   |  |   |                                      |
|---|---|---|--|---|--------------------------------------|
| <input type="checkbox"/> Booth Cleaning               | <input type="checkbox"/> Electrical Outlets | <input type="checkbox"/> Electrical Labor | <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> GES Logistics  | <input type="checkbox"/> I & D Labor |
| <input type="checkbox"/> Material Handling            | <input type="checkbox"/> Rental Carpet      | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Signs           | <input type="checkbox"/> Transportation |                                      |
| <input type="checkbox"/> Other (Please Specify) _____ |   |   |  |   |                                      |

### Step 3. Provide the Third Party contact information

Third Party Company Name				
Third Party Company Address		City	State	Zip/Postal Code Country
Phone	Fax	Contact's Email Address		

### Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print				
Billing Address				
City		State	Zip/Postal Code	Country
Card Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express		
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 10px;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		
Third Party Cardholder's Signature				
Third Party Cardholder's Name - Please Print		Date		

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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# **Additional Service Order Forms**



# Sheraton Chicago

HOTEL & TOWERS  
CITYFRONT CENTER

## Compressed Air • Water • Drain

DEADLINE DATE: \_\_\_\_\_

SHOW NAME		EVENT DATE	
COMPANY		ADDRESS	
E-MAIL ADDRESS	PHONE	FAX	BOOTH NUMBER
CREDIT CARD NUMBER	EXPIRES	TYPE <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> OTHER _____	
AUTHORIZED SIGNATURE	CARD HOLDER - PLEASE PRINT		DATE

Hot and cold water and drainage strategically located.

Please sketch or add blueprint showing location in booth of service.

Floor orders will be charged an additional 25%.

All prices include simple hook-up.

ALL orders must be paid in advance, for utility.

QTY.	DESCRIPTION	RATE	TOTAL PRICE
<b>COMPRESSED AIR: 90 PSI - Delivered in 3/8" ID Hose.</b>			
	Per outlet. List pipe end of equipment	\$ 100.00	

CFM: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Please provide your own regulator.

**WATER: 80 PSI - Delivered via 3/4" garden hose connection.**

	Hot Water Connection	\$ 100.00	
	Cold Water Connection	\$ 100.00	

Special Instructions: \_\_\_\_\_

**DRAINS: - Wastehose 1 1/2" ID.**

	Drain Connection	\$ 100.00	
--	------------------	-----------	--

Special Instructions: \_\_\_\_\_

**LABOR:**

	Straight time: Monday - Friday, 8am - 4:30pm, except holidays	\$ 45.00	
	Overtime: Saturday, Sunday	\$ 90.00	

Sub-Total

**PAYMENT ENCLOSED**

### RETURN TO:

Sheraton Chicago Hotel

Attn: Convention Services Department

301 E. North Water Street, Chicago, IL 60611

Phone: 312.329.6820 • FAX: 312.329.5860

PLEASE FORWARD ONE COPY TO THE SHERATON CHICAGO AND RETAIN ONE COPY FOR YOUR FILE

### OFFICE USE ONLY

Labor: ST \_\_\_\_\_ Material: \_\_\_\_\_  
OT \_\_\_\_\_

Dismantle \_\_\_\_\_

REC'D: \_\_\_\_\_ DATE: \_\_\_\_\_

CHECK#: \_\_\_\_\_ AMOUNT: \_\_\_\_\_



**SHERATON CHICAGO HOTEL & TOWERS - EXHIBITORS - TELECOMMUNICATIONS FORM**

SHOW NAME: \_\_\_\_\_

DEADLINE DATE: **TWO WEEKS PRIOR TO SHOW** EVENT DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ M T W T H F S A S URETURN TO: SHERATON CHICAGO HOTEL & TOWERS - 301 E.NORTH WATER STREET - CHICAGO, IL, 60611  
Attn: TELECOMMUNICATION DEPARTMENT - PHONE: 312 329-6971 - FAX: 312 329-6869

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

AUTHORIZED PERSON &amp; SIGNATURE: \_\_\_\_\_

Please call us if you have any special needs. Sheraton Chicago Hotel & Towers is the exclusive  
INTERNET/TELECOMMUNICATIONS provider to your show. ORDER FORM MUST BE RECEIVED BY DEADLINE DATE.

**TELEPHONE SERVICE INFORMATION**

SERVICES	QTY	COST	TOTAL COST
ANALOG PHONE LINE WITH PHONE UNIT		\$200.00	\$
ANALOG MODEM LINE FOR COMPUTER, FAX OR CREDIT CARD MACHINE		\$200.00	\$
HIGH SPEED INTERNET ACCESS PER COMPUTER <small>IMPORTANT NOTE BELOW, PLEASE READ</small>		\$700.00 FOR THE FIRST COMPUTER \$250.00 PER COMPUTER AFTER	\$
TAX: (STATE-7.0%, CITY-5.0%, STATE INFRAST-0.5%, CITY INFRAST-2.0%)			14.50% \$
INSTALLATION TOTAL			\$
LOCAL AND LONG DISTANCE CHARGES			\$ To be Applied after the Show

Exhibitors must supply computer(s) and pre-configured, pre-installed NIC(s) [Network Interface Card(s)] to be compatible with T3 service. Each computer must have a NIC card. Service and equipment are only reserved after the actual order has been received and confirmation number assigned. Not responsible for conditions which are beyond Sheraton Chicago Hotel's control. "NAT", Internet Connection Sharing, DHCP, or other connection sharing devices (Wireless devices INCLUDED) may interfere with the hotel network and therefore NOT ALLOWED. This is strictly enforced and maybe disconnected from network if used.

**FORM OF PAYMENT - CREDIT CARD ONLY**

NOTE: ALL LONG DISTANCE AND LOCAL CALL CHARGES WILL BE APPLIED TO CREDIT CARD

[ ] Master Card [ ] American Express [ ] Discover [ ] Visa

Account Number: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Removal Date: \_\_\_\_\_ Time: \_\_\_\_\_

**IMPORTANT: CONFIRMATION NUMBER**

Fax this completed form back to (312) 329-6869 to have a confirmation number assigned to your order. All claims at the show must have a valid confirmation number in order to be considered. Your form will be faxed back to you with a confirmation number within 2 business days. Bring a copy of the CONFIRMED form to the show for verification. If you do not receive a confirmation after 2 business days, please call (312) 329-6971. Thank You.

**RULES AND REGULATIONS:** \* Dial "9" for outside line (analog only). \* Obstructions blocking utility access are subject to relocation. \* Price subject to change without notice. \* Claims will not be considered unless filed prior to close of show. \* All material & equipment furnished for service orders remain property of the Sheraton Chicago Hotel & Towers. \* Credit will not be given for telephone / internet installed and not used.



## Design — Partnership — Technology

From ideation to production, from design to installation and from setup to strike, PSAV® empowers top exhibit houses through a complete set of event-technology resources. Joining forces with the leaders in audiovisual services strengthens your team's ability to support your client's vision. Ask PSAV how you can offer the greatest impact on exhibit-space audiences through the latest event-technology innovations.



- **Programmable lighting**
- **Interactive Video Walls**
- **Charging Stations**
- **Video Mapping**
- **3D/ Smart TVs**
- **Virtual Events**
- **Social Media**

And PSAV's Creative Services team adds extra boots on the ground to any event, managing not only the hardware, but your client's content.

- **Graphic arts**
- **Animation**
- **Stage production**
- **Video editing**
- **And more**



PSAV is the on-site event technology provider at more than 1,300 meeting venues, in every major meeting market. So, since we're just about everywhere, we're with you where and when you need us.





On the tradeshow floor, being good, isn't good enough. PSAV partners with the world's top exhibit houses to ensure you deliver an unforgettable experience.

You probably know about our powerful, influential and interactive AV, but did you know we're also the largest Rigging Services provider? How about Power Distribution? Need Internet connectivity? We build and manage Wi-Fi, too.

Ask PSAV to handle all the technology needs at your next event and prepare to engage attendees like never before.

For more information please contact us at 312-329-7124

**PSAV**



CUSTOMER INFORMATION		
Exhibitor Name:	Show/Event Name	Booth #
Company Billing Name:	Show Dates: _____ / _____ to _____ / _____	
Billing Street Address:	Set up Dates: _____ / _____	Strike Date: _____ / _____
City, State & Zip	Telephone: _____ / _____	
Contact Name (On-Site)	On-site (or cell) Telephone: _____	
E-Mail Address:	Fax Number: _____	

SERVICE DESCRIPTION	QTY	X	RATE	X	# OF DAYS	=	TOTAL
<b>Display Monitors &amp; Video Equipment</b>							
Laptop Computer (Windows XP/Office XP) *Specify if other software*		x	\$ 275	x		=	\$ 0
21" LCD Computer Monitor (table stand included)		x	\$ 205	x		=	\$ 0
32" LCD Computer Monitor (table stand included)		x	\$ 370	x		=	\$ 0
37" LCD Video Display Monitor (table stand included or Floor Stand additional)		x	\$ 575	x		=	\$ 0
46" LCD Video Display Monitor (Floor Stand additional)		x	\$ 650	x		=	\$ 0
50" LCD Video Display Monitor (Floor Stand additional)		x	\$ 745	x		=	\$ 0
60" LCD Video Display Monitor (Floor Stand additional)		x	\$ 1,115	x		=	\$ 0
Monitor Floor Stand (ONLY for 37" LCD's and larger)		x	\$ 100	x		=	\$ 0
UNIVERSAL MOUNTING BRACKET (Must CALL for availability)		x	CALL	x		=	\$ 0
Computer Cable - VGA Connection (10'ft)		x	\$ 25	x		=	\$ 0
Wireless Mouse / Slide Advancer		x	\$ 80	x		=	\$ 0
<b>Audio Equipment - INCLUSIVE PACKAGE (Restrictions may apply for Booth location)</b>							
(1) Speaker Sound System (Floor Supported on stand)							
(1) Wireless Microphone, Please Select One : LAVALIERE (CLIP-ON) <input type="checkbox"/> HANDHELD <input type="checkbox"/>		x	\$ 575	x		=	\$ 0
(1) 4 Channel Audio Mixer (with cabling)							
<b>Audio Equipment - Additional</b>							
Wireless Microphone, Please Select One : LAVALIERE (CLIP-ON) <input type="checkbox"/> HANDHELD <input type="checkbox"/>		x	\$ 240	x		=	\$ 0
Laptop/iPod Audio Connection		x	\$ 100	x		=	\$ 0
Small Stereo Speaker (for Laptop or iPod)		x	\$ 85	x		=	\$ 0
<b>General Support</b>							
High Speed B/W Laser Printer (30ppm or faster)		x	\$ 275	x		=	\$ 0
Color Laser Printer ( 22ppm )		x	\$ 540	x		=	\$ 0
Flipchart Package (Stand, Pad, 4 Markers)		x	\$ 115	x		=	\$ 0
<b>Booth Enhancement</b>							
LED Colored Up-lighting (2 - Lights)		x	\$ 250	x		=	\$ 0
<b>Additional Fees</b>							
SETUP/STRIKE LABOR, per Exhibit Booth with Audio Visual Equipment			\$ 200.00			=	

SUBTOTAL = \$ 0.00

SERVICE CHARGE = 24% \$ 0.00

SUBTOTAL WITH SERVICE CHARGE = \$ 0.00

CHICAGO RENTAL TAX = 8% \$ 0.00

ESTIMATED GRAND TOTAL = \$ 0.00

**Exhibitors Agreement- Please Read**
**TECHNOLOGY:** PSAV's full production team can supply advanced or upgraded event services that may not be listed. Please call to speak with one of our representatives.

**UNION LABOR MAY APPLY:** (Quantities requested/Operational Duties/Location may determine UNION REQUIREMENTS)

**CONFIRMATION:** All orders must be received within 72 hours of Setup Date or PSAV cannot guarantee availability of specific equipment and the order is NOT VALID.

**CANCELLATION:** Any order cancelled with less than 24 hours notice is subject to labor and 1 day rental charge.

**POWER/ELECTRICAL:** NOT INCLUDED within PSAV pricing. ALL power/electrical requirements are provided by GES. 312-329-7261

Prices quoted are DAILY RATES. Prices and Availability subject to change without notice.

Any lost, stolen or damaged equipment is the sole responsibility of the renter and renter agrees to pay the full cost to replace equipment.

**Order Form & Credit Card Consent Form must be filled out for all orders. (Please sign and fax the completed form 312-329-7261)**





## **Credit Card Consent Form / Security Deposit**

Credit Card Type:

☐

AMEX

☐

Visa - MC - Diners Club

☐

Discover

Credit Card Number: \_\_\_\_\_

Exp Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Customer PO (if required or Purchase card used #) \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Phone Number: \_\_\_\_\_

Cardholder's email address: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

State and Zip Code: \_\_\_\_\_

Customer Name to be Invoiced: \_\_\_\_\_

### ***Cancellation Policy***

Cancellations received less than **30 days** but more than **15 days** prior to the Event shall be subject to a cancellation charge equal to **50%** of the total estimate of charges described on the most recent proposal submission. Cancellations received at least **15 days but** more than **72 hours** prior to the first day of the Event, shall be subject to a cancellation charge equal to **75%** of the entire estimate of charges contained in the most recent version of the proposal. Cancellations received **72 hours or less** before the first day of the Event, or after equipment has departed from its storage facility will be subject to a cancellation charge equal to **100%** of the total estimate of charges described on the most recent version of the proposal. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event and/or cancels the provision of audiovisual equipment and services by PSAV. Cancellation fees, including fees to cover any incurred costs, shall be due immediately upon any such cancellation by Customer.

I, (please print) \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Show Name:** \_\_\_\_\_

**Show Dates:** \_\_\_\_\_

**Location:** \_\_\_\_\_

# Convention Plant Rental

6620 Hohman Ave. Hammond, IN 46324

(219) 932-1214 Fax: (219) 937-5771

[www.conventionplantrental.com](http://www.conventionplantrental.com)

Email: [info-request@conventionplantrental.com](mailto:info-request@conventionplantrental.com)

If you require Floral or Plant service in your Exhibit, this advance order form will expedite your service. Please fill out the following information & forward a copy to Convention Plant Rental.

## FLORAL ARRANGEMENTS

\_\_\_ ROUND OR OBLONG @ \$55.00 - \$65.00 - \$75.00 and up

\_\_\_ ONE SIDED @ \$55.00 - \$65.00 - \$75.00 and up

COLORS DESIRED & DESCRIPTION \_\_\_\_\_

## TROPICAL PLANTS AND BLOOMING PLANTS

\_\_\_ 2 FEET HIGH @ \$30.00

\_\_\_ 3 FEET HIGH @ \$35.00

\_\_\_ 4 FEET HIGH @ \$45.00

\_\_\_ 6 FEET HIGH @ \$70.00

\_\_\_ POTTED FERNS @ \$30.00

\_\_\_ POTTED BLOOMING MUMS @ \$20.00 - COLORS: \_\_\_ YELLOW \_\_\_ WHITE \_\_\_ LAVENDER \_\_\_ BRONZE

\_\_\_ POTTED BLOOMING AZALEAS @ \$30.00

PRICE INCLUDES: PRODUCT, DELIVERY,  
DECORATIVE POT COVER, MAINTENANCE, AND REMOVAL.

### POT COVER SELECTION:

\_\_\_ WHITE \_\_\_ BLACK \_\_\_ BASKET

CONSULT US FOR ANY SPECIALTY ITEMS NOT LISTED ABOVE. OUR DESIGNERS ARE AVAILABLE TO MAKE SUGGESTIONS FITTING YOUR DISPLAY AT NO EXTRA CHARGE. STOCK INCLUDES WIDELY DIVERSIFIED DECORATIVE MATERIAL TO CARRY OUT UNUSUAL DESIGNS AND COLOR SCHEMES. VARIETIES MAY VARY FROM LOCATION AND SEASON.

IF YOU WOULD LIKE TO SCHEDULE AN APPOINTMENT WITH OUR DESIGN CONSULTANT, PLEASE CALL OUR PRODUCTION DEPARTMENT AT (219) 932-1214.

## PAYMENT POLICY

ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 3 DAYS PRIOR TO SHOW OPENING TO RECEIVE REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE.

TERMS: CASH, COMPANY CHECK, VISA, MASTER CARD, AMERICAN EXPRESS

ACCOUNT #: \_\_\_\_\_ EX. DATE: \_\_\_\_\_

[ ] I HAVE READ AND UNDERSTAND THE PAYMENT POLICY AND TERMS LISTED ABOVE  
SIGNATURE OF CARDHOLDER/AUTHORIZED COMPANY PERSONNEL: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Booth #: \_\_\_\_\_

On-Site Representative: \_\_\_\_\_

RETURN COPY TO:

Convention Plant Rental: 6620 Hohman Ave. Hammond, IN 46324

(219) 932-1214 Fax: (219) 937-5771

[www.conventionplantrental.com](http://www.conventionplantrental.com)

Email: [info-request@conventionplantrental.com](mailto:info-request@conventionplantrental.com)

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## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
October 11 - 12, 2015

### 3

3rd Party Billing Request, Page 69

### A

Additional Service Order Forms, Page 72

Advance Shipping Labels, Page 26

Agreement and Rules and Regulations between GES and EAC, Page 20

Audio Visual, Page 75

### B

Booth Layout Form, Page 71

Booth Personnel Sign Up, Page 7

### C

Carpet Brochure, Page 31

Carpet Order Form, Page 32

Carpet Package Order Form, Page 33

Certificate of Liability Insurance: SAMPLE COPY, Page 22

Cleaning Order Form, Page 64

Convenience Package Order Form, Page 49

### D

Digital File Preparation, Page 58

Domestic Shipping Quote Form: GES Logistics, Page 29

### E

Electrical Layout Form, Page 67

Electrical Rental and Labor Order Form, Page 66

Electrical Rental Information, Page 65

### F

Fire Regulation Information, Page 16

Freight Service Questionnaire, Page 28

Furniture & Accessories Order Form, Page 36

Furniture Package Order Form, Page 37

### G

General Information, Page 11

GES Information and Order Forms, Page 8

GES Logistics - Domestic Shipping Quote Form, Page 29

GES Logistics - International Shipping Quote Form, Page 30

GES Terms & Conditions of Contract, Page 15

Graphics & Signage Order Form, Page 60

### I

Important Freight Information, Page 10

Installation & Dismantling Order Form, Page 62

International Pavilion 3rd Party Billing Request, Page 70

International Shipping Quote Form: GES Logistics, Page 30

### K

Key Information\Supervised Labor Checklist, Page 63

### M

Material Handling Information, Page 23

Material Handling Order Form, Page 24

### N

## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)

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Order Directly Online:  
<https://e.ges.com/071600590/esm>

## ACLI Annual Conference & Exhibitor Marketplace

Sheraton Chicago Hotel and Towers  
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**Notice of Intent to Use EAC and Policies and Procedures, Page 19**

### O

**Operation of All Mechanical Lifts, Page 17**

### P

**Payment & Credit Card Charge Authorization, Page 68**

**Petroleum Surcharge Information, Page 18**

**Plant and Floral, Page 79**

**Plumbing, Page 73**

**Pre-Printed Bill of Lading (BOL) and Outbound Labels Request, Page 27**

### R

**Rules and Regulations, Page 4**

### S

**SAMPLE COPY: Certificate of Liability Insurance, Page 22**

**Shipping Labels: Advance, Page 26**

**Show Information, Page 9**

**Show Organizer Information and Forms, Page 3**

**Show Site Work Rules, Page 14**

**Special Handling Brochure, Page 25**

**Specialty Furniture Brochure, Page 38**

**Specialty Furniture Order Form, Page 47**

**Standard Exhibit Systems Brochure, Page 50**

**Standard Exhibit Systems Order Form, Page 57**

**Standard Furniture Brochure, Page 34**

**Standard Graphics Brochure, Page 61**

**Stop. Think. Safety., Page 13**

**Supervised Labor Checklist & Key Information, Page 63**

### T

**Telecommunications, Page 74**

**Terms & Conditions of Contract: GES, Page 15**

**Trade Show Tips, Page 12**